

2018-2019 Verification Worksheet

Dependent Student – University of Dubuque – Standard (V1)

Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

A. DEPENDENT STUDENT’S INFORMATION

Student’s Last Name	Student’s First Name	Student’s M.I.	Student’s SSN
Student’s Street Address (include apt. #)			Student’s Date of Birth
City	State	Zip Code	Student’s E-Mail Address
Student’s Home Phone Number (include Area Code)			Student’s Alternative or Cell Phone Number

B. DEPENDENT STUDENT’S FAMILY INFORMATION

WHO TO INCLUDE IN THIS SECTION:

- **YOURSELF AND YOUR PARENT(S)** including a step-parent(s) even if you don’t live with your parent(s).
- Your parent(s) other children if your parent(s) will provide more than half of their support from July 1, 2018, through June 30, 2019, or if the other children would be required to provide parental information if they were completing a FAFSA for 2018-2019. **Include children who meet either of these standards, even if they do not live with your parent(s).**
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2019.

Include the name of the college for any household member, EXCLUDING PARENT(S), who will be enrolled, **at least half time** in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2018, and June 30, 2019. *If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.*

FULL NAME	AGE	RELATIONSHIP	COLLEGE ATTENDING in 2018-2019 <small>(only list college if student is less than 24 years of age)</small>	ENROLLED at LEAST HALF TIME in 2018-2019? Y/N
		(SELF)	University of Dubuque	

Student Name: _____ Student ID Number: _____

C. STUDENT INCOME INFORMATION TO BE VERIFIED

Check the applicable box and then follow the corresponding instructions.

- STUDENT filed taxes in 2016. Complete Option A.
- STUDENT was not required to file taxes, but did earn wages from working in 2016. Complete Option B.
- STUDENT was not required to file taxes, was not employed, and had no income earned from work in 2016. Skip to Section D.

OPTION A: The best way to verify income is by using the **IRS Data Retrieval Tool** that is part of FAFSA on the Web. If the student has not already used the tool, go to www.FAFSA.gov, log in to the student’s FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2016 IRS income tax information into the student’s FAFSA.

If you are unable to use the IRS Data Retrieval Tool, then you must go to www.irs.gov and print an official IRS Tax Return Transcript. (**NOTE:** There is a Tax Account Transcript, but we cannot use that form.)

Check the box that applies:

- Used the Data Retrieval Tool (date used _____) IRS Tax Return Transcript is attached
- Will use the Data Retrieval Tool Will send IRS Tax Return Transcript later

OPTION B: Only complete this section if you did not file taxes. List all names of employers and the amount earned for each job. Attach the 2016 W2s supporting this information.

Employer’s Name	2016 Wages Earned	W2 Attached
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Student Name: _____ Student ID Number: _____

D. PARENT INCOME INFORMATION TO BE VERIFIED

Check the applicable box and then follow the corresponding instructions.

- PARENT filed taxes in 2016. Complete Option A.
- PARENT was not required to file taxes, but did earn wages from working in 2016. Complete Option B & C.
- PARENT was not required to file taxes, was not employed, and had no income earned from work in 2016. Complete Option C.

OPTION A: The best way to verify income is by using the **IRS Data Retrieval Tool** that is part of FAFSA on the Web. If the parent has not already used the tool, go to www.FAFSA.gov, log in to the student’s FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2016 IRS income tax information into the student’s FAFSA.

If you are unable to use the IRS Data Retrieval Tool, then you must go to www.irs.gov and print an official IRS Tax Return Transcript. (**NOTE:** There is a Tax Account Transcript, but we cannot use that form.)

Check the box that applies:

- Used the Data Retrieval Tool (date used _____)
- Will use the Data Retrieval Tool
- IRS Tax Return Transcript is attached
- Will send IRS Tax Return Transcript later

OPTION B: Only complete this section if you did not file taxes. List all names of employers and the amount earned for each job. Attach the 2016 W2s supporting this information.

Employer’s Name	2016 Wages Earned	W2 Attached
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

OPTION C: Provide documentation such as a “Verification of Non-Filing Letter” from the IRS or other relevant tax authority dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS or other relevant tax authority. A “Verification of Non-Filing Letter” can be obtained at www.irs.gov.

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

E. CERTIFICATION AND SIGNATURES

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **The student and one parent must sign and date.** **NOTE:** If **e-signing**, simply type your name and last 4-digits of your social security number and return it to us via e-mail; otherwise, print this worksheet, sign and date it, then either fax it or mail it using the information below.

Student’s Signature	Last 4-digits of SS#	Date
Parent’s Signature	Last 4-digits of SS#	Date

SUBMIT this worksheet to:
University of Dubuque - Office of Financial Planning - Attn: Melissa Schmitt - 2000 University Ave., Dubuque, IA 52001
Phone: (563)589-3169 Fax: (563)589-3690 Email: mschmitt@dbq.edu