

2019-2020 Verification Worksheet

Dependent Student – University of Dubuque – Standard (V1)

Your 2019-2020 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 ID Number
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

List the people in your parent(s) household. Include:

- Yourself (the student);
- Your parent(s)/step-parent as listed on the FAFSA,*
- Your parent’s other children if your parent(s) will provide more than half of the child’s support from July 1, 2019 through June 30, 2020, or if the other children would be required to provide parental information if they were completing a 2019-2020 FAFSA. Include children who meet either of these standards, even if a child does not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other person’s support, and will continue to provide more than half of that person’s support through June 30, 2020.

Name (First and Last)	Age	Relationship to Student	Name of College Attending in 2019-2020 (If student is enrolled at least half-time.)
		Self	University of Dubuque

Attach additional sheets of paper if necessary to include additional family members.

*Definition of Parent: A parent is defined by the Department of Education as the biological or adoptive parent(s) of the student. If parents are married to each other, both parents’ information must be included. If parents are not married to each other but still live together in the same household, both parents’ information must be included. If the student’s parents are divorced or separated, use the information for the parent the student lived with more during the past 12 months. If that parent is remarried, the data must also include the stepparent’s information. A legal guardian, grandparent or foster parent is not considered a parent unless they have legally adopted the student.

Student Name: _____ Student ID Number: _____

C. DEPENDENT STUDENT’S INCOME INFORMATION

Check the applicable box and then follow the corresponding instructions.

- STUDENT filed taxes in 2017. Complete Option A.
- STUDENT was not required to file taxes, but did earn wages from working in 2017. Complete Option B.
- STUDENT was not required to file taxes, was not employed, and had no income earned from work in 2017. Skip to Section D.

OPTION A:

The best way to verify income is by using the **IRS Data Retrieval Tool** that is part of the online FAFSA. If the student has not already used the tool, go to www.FAFSA.gov, log in to the student’s FAFSA, select “Make FAFSA Corrections,” and navigate to the Financial Information section. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2017 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 2017 IRS Tax Return Transcript. (**NOTE:** There is a Tax Account Transcript, but we cannot use that form.)

Check the box that applies:

- Used the IRS Data Retrieval Tool on _____
- IRS Tax Return Transcript is attached. Write the student’s name and ID number on the transcript before sending.

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 2017 W2s supporting this information.

Employer’s Name	2017 Wages Earned	W2 Attached
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

