



2019-2020 Verification Worksheet Dependent Student- Tracking Group 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 and your parents 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 and at least one parent 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	MI	Student's ID #
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip	Student's Email Address
Student's Phone Number		Student's Alternate or Cell Phone Number	

B. Dependent Student's Family Information

Number of Household Members: **List below the people in the parents' household.** Include:

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of the children'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 FAFSA for 2019–2020. Include children who meet either of these standards even if the children do 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 their support through June 30, 2020.

Number in College: Please include in the College Column below information about any household member, excluding the parents, who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2019, and June 30, 2020, include the name of the college.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Full Name Living in Parent's household	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
Student Name		Self	Dominican College	
Missy Jones (example)	18	Sister	Central University	Yes

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

C. Dependent Student's Income Information to Be Verified

1. Tax Return Filers

Instructions: Complete this section if the student filed or will file a 2017 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov.* In most cases, no further documentation is needed to verify 2017 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Student Name: _____

Student ID Number: _____

Check the box that applies:

- The student has used the IRS DRT in FAFSA on the Web to transfer 2017 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2017 IRS income tax return information into the student's FAFSA.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2017 IRS Federal Tax Return**.

In most cases, for electronic filers, 2017 IRS income tax return information is available for the IRS DRT. Generally, for filers of 2017 paper IRS income tax returns, the 2017 IRS income tax information is available for the IRS DRT. Contact the financial aid office if more information is needed about using the IRS DRT.

- Check here if a **signed 2017 IRS Tax Return** is provided.
- Check here if a **signed 2017 IRS Tax Return** will be provided later.

2. Nontax Filers

The instructions and certifications below apply to the student. Complete this section if the student will not file and is not required to file a 2017 income tax return with the IRS.

Check the box that applies:

- The student was not employed and had no income earned from work in 2017.
- The student was employed in 2017 and has listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form is provided. [Provide copies of all 2017 IRS W-2 forms issued to the student by his/her employers]. List every employer even if they did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	2017 Amount Earned	IRS W-2 Attached?
<i>ABC Shipping (example)</i>	<i>\$1,280</i>	Yes

D. Parent's Income Information to Be Verified

1. TAX RETURN FILERS

Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2017 or had a change in marital status after the end of the 2017 tax year on December 31, 2017.

Instructions: Complete this section if the parents filed or will file a 2017 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov.* In most cases, no further documentation is needed to verify 2017 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

- The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2017 IRS income tax return information into the student's FAFSA.
- The parents have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2017 IRS income tax return information into the student's FAFSA once the 2017 IRS income tax return has been filed.
- The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2017 IRS Tax Return**.

In most cases, for electronic filers, 2017 IRS income tax return information is available for the IRS DRT. Generally, for filers of

Student Name: _____

Student ID Number: _____

2017 paper IRS income tax returns, the 2017 IRS income tax information is available for the IRS DRT. Contact the financial aid office if more information is needed about using the IRS DRT or submitting 2017 Federal IRS Tax Return.

If the parents filed separate 2017 IRS income tax returns, the IRS DRT cannot be used and the **2017 IRS Tax Return** must be provided for each.

Check here if a **signed 2017 IRS Tax Return** is provided.

Check here if a **signed 2017 IRS Tax Return** will be provided later.

2. Nontax Filers

The Instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2017 income tax return with the IRS.

Check the box that applies:

Neither parent was employed, nor had income earned from work in 2017.

One or both parents were employed in 2017 and have listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form is provided. [Provide copies of all 2017 IRS W-2 forms issued to the parents by their employers]. List every employer even if they did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	2017 Amount Earned	For Whom?	IRS W-2 Attached?
<i>Pro Auto</i>	<i>\$980</i>	<i>Father</i>	<i>Yes</i>

You must also provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2018 that indicates a 2017 IRS income tax return was not filed with the IRS or other relevant tax authority.

Documentation includes a verification of nonfiling letter from the IRS. This form may be obtained by completing an IRS Form 4506-T and checking box 7. An IRS form 4506-T may be downloaded [here](#).

Check the box that applies:

Check here is a confirmation of nonfiling is provided.

Check here is a confirmation of nonfiling will be provided later.

E. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

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

The student and one parent must sign and date.

Student's Signature

Date

Parent's Signature

Date

MAIL TO:

**DOMINICAN COLLEGE, Office of Financial Aid
470 WESTERN HIGHWAY, ORANGEBURG, NY 10962
You should retain a copy of this worksheet for your records.**