

2019 - 2020 Verification Worksheet

Dependent Student – 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 disbursing 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	Student's M.I.	Student's SSN or Student ID
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)			Student's Alternate or Cell Phone Number

B. Dependent Student's Family Information

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

- Yourself and your parent(s) (including a stepparent) 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, 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 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, 2020.

Include the name of the college for any household member, excluding your 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, 2019, and June 30, 2020. *If more space is needed, attach a separate page with the student's name and student ID at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>If enrolled in College list school name</i>	<i>Yes</i>
		<i>Self</i>	<i>Regis College</i>	

Student's Name: _____

STUDENT TAX FILERS

C. Dependent Student's Income Information to Be Verified

1. TAX RETURN FILERS — Complete this section, if you, the student, have filed, or will file, a 2017 tax return. Note: if you filed an amended 2017 IRS tax return, you must contact the financial aid administrator before completing this section.

Instructions: *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. To do so, go to FAFSA.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2017 IRS income tax information into your FAFSA. Retrieving information using the IRS retrieval tool is instantaneous. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.*

Check the box that applies:

- ☐ I have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2017 IRS income information into my FAFSA. *Regis College will use the IRS information that was transferred in the verification process.*
- ☐ I have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2017 IRS income information into the student's FAFS. *See instructions above for information on how to use the IRS Data Retrieval Tool. Regis cannot complete the verification process until the IRS information has been transferred into the FAFSA.*
- ☐ I am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and will submit to the school a **2017 IRS tax return transcript**—not the income tax return. *Please note that photocopies of the income tax return are no longer acceptable.*

To obtain an IRS tax return transcript, go to www.irs.gov/transcript and click either "Get Transcript Online" or "Get Transcript by Mail" link, or call 1-800-908-9946

2. TAX RETURN NONFILERS — Complete this section if you will NOT file and are not required to file a 2017 income tax return with the IRS.

- ☐ Check here if an IRS federal tax return transcript(s) is attached to this worksheet.
- ☐ Check here if IRS tax return transcript(s) will be submitted to the student's school later.

Check the box that applies:

- ☐ I was not employed and had no income earned from work in 2017.
- ☐ I was employed in 2017 and have listed below the names of all the student's employers, the amount earned from each employer in 2017, and whether an IRS W-2 form is attached. **Attach copies of all 2017 IRS W-2 forms** issued to the student by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name at the top.*

Employer's Name	2017 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

Student's Name: _____

PARENTS TAX FILERS

D. Parent's Income Information to Be Verified — Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

1. TAX RETURN FILERS—Important Note: If the student's parent(s), filed or will file, an amended 2017 IRS tax return the student's financial aid administrator must be contacted before completing this section.

Instructions: Complete this section if the student's parent(s) filed or will file a 2017 income tax return with the IRS. *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's parent(s) has not already used the tool, the parent and the student should go to 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 parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2017 IRS income tax information into the student's FAFSA. If you need more information about whether or how to use the IRS Data Retrieval Tool see the student's financial aid administrator.*

Check the box that applies:

- ☐ The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2017 IRS income information into the student's FAFSA.
- ☐ The student's parent has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2017 IRS income information into the student's FAFSA once the parent's IRS tax return has been filed.
- ☐ The parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the student's school a copy of the parent's **2017 IRS tax return transcript(s)**—not the income tax return. *To obtain an IRS tax return transcript, go to www.irs.gov/transcript and click either "Get Transcript Online" or "Get Transcript by Mail" link, or call 1-800-908-9946*
If the parents are married, and separate 2017 tax returns were filed, 2017 IRS tax return transcripts must be submitted for each parent.
- ☐ Check here if an IRS federal tax return transcript is attached to this worksheet.
- ☐ Check here if an IRS tax return transcript will be submitted to the student's school later.

2. TAX RETURN NONFILERS— Complete this section if the student's parent(s) will not file and is not required to file a 2017 income tax return with the IRS.

Per federal regulations if the student's parent(s) did not file a 2017 federal tax return, the student's parent(s) must submit a **"Verification of Non-filing letter" (VNFL)** from the IRS. This letter can be obtained by submitting IRS Form 4506-T with box 7 checked, to the IRS and waiting for the response letter in the mail. You can also attempt to print the 2017 Verification of Non-Filing letter online at www.irs.gov/transcript. Once logged into the IRS site, select to print the Verification of Non-Filing letter for 2017.

Check the box that applies:

- ☐ The parent(s) was NOT employed and had no income earned from work in 2017 **and the VNFL is attached.**
- ☐ The parent(s) was employed in 2017 and has listed below the names of all the parent's employers, the amount earned from each employer in 2017, and whether an IRS W-2 form is attached. **Attach the VNFL and copies of all 2017 IRS W-2 forms** issued to the parent(s) by employer(s). *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name at the top.*

Employer's Name	2017 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000.00 (example)	Yes (example)

Student's Name: _____

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.

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

Student's Signature

Date

Parent's Signature

Date

Submit this form to the Center for Student Services at Regis College,

E-MAIL: finaid@regiscollege.edu

You should make a copy of this worksheet for your records.

Revised 11/2018