



## VI 2018-2019 Verification Worksheet - Dependent

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Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before rewarding 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 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 office as soon as possible so your financial aid will not be delayed.

### Student's Information

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Student's Last Name

First Name

MI

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Student's Identification (ID) no.

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Student's Street Address (include apt. number)

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Student's Date of Birth

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City, State, Zip Code

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Student's Email Address

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Student's Home Phone Number (including area code)

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Student's Cell Phone Number

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### Number of Household Members and Number in College:

List below the people in the parent's 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 parent will provide more than half of the children's 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 the children do not live with the parents.
- Other people that now live with the parents and the parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2019.

For any household members who 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, 2018 and June 30, 2019, 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	Age	Relationship to student	College	Will be Enrolled at Least Half Time (Y or N)
		<i>Self</i>	<i>Saint Augustine's University</i>	

\*\*Please note that 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.

**Verification of 2016 Income for Student Tax Filers:**

**Important Note:** The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2016 or had a change in marital status after the end of the 2016 tax year on December 31, 2016.

**Instructions:** Complete this section if the student and spouse filed a 2016 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 2016 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

In most cases, for electronic tax return filers, 2016 IRS income tax return information for the IRS DRT is available within 2-3 weeks after the 2016 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2016 paper IRS income tax returns, the 2016 IRS income tax return information is available for the IRS DRT within 8-11 weeks after the 2016 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT.

**Check the box that applies:**

- The student has used the IRS DRT in the *FAFSA on the Web* to transfer 2016 IRS income tax 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 2016 IRS income tax return information into the student's FAFSA once the 2016 IRS income tax return has been filed.
- The student is unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2016 IRS Tax Return Transcript**.

**Verification of 2016 Income Information for Student Nontax Filers:**

**Important Note:** The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and spouse will not file and are not required to file a 2016 income tax return with the IRS.

**Check the box that applies:**

- The student and spouse were not employed and had no income earned from work in 2016.
- The student and/or spouse were employed in 2016 and have listed below the names of all employers. The amount earned from each employer in 2016, and whether an IRS W-2 form is provided. {Provide copies of all 2016 IRS W-2 forms issued to the student and spouse by their employers}. List every employer even if the employer 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	2016 Amount Earned	IRS W-2 Provided?

\*\*\*Please Note: We may require you to provide documentation from the IRS that indicates a 2016 IRS income tax return was not filed with the IRS.

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**Verification of 2016 Income for Parent Tax 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 2016 or had a change in marital status after the end of the 2016 tax year on December 31, 2016.

**Instructions:** Complete this section if the parents filed a 2016 IRS income tax return. *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of the FAFSA on the Web at FAFSA.gov.* In most cases, no further documentation is needed to verify 2016 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed.

In most cases, for electronic tax return filers, 2016 IRS income tax return information for the IRS DRT is available within 2-3 weeks after the 2016 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2016 paper IRS income tax returns, the 2016 IRS income tax returns, the 2016 IRS income tax return information is available for the IRS DRT within 8-11 weeks after the 2016 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT.

**Check the box that applies:**

- The parents have used the IRS DRT in the *FAFSA on the Web* to transfer 2016 IRS income tax 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 2016 IRS income tax return information into the student's FAFSA once the 2016 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 **2016 IRS Tax Return Transcript**.

**Verification of 2016 Income Information for *Parent 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 2016 income tax return with the IRS

**Check the box that applies:**

- Neither parent was employed and had no income earned from work in 2016.
- One or both parents were employed in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is provided. {Provide copies of all 2016 IRS W-2 forms issued to the parents by their employers}. List every employer even if the employer 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	2016 Amount Earned	IRS W-2 Provided?

\*\*\*Please Note: We may require you to provide documentation from the IRS that indicates a 2016 IRS income tax return was not filed with the IRS.

**Certification and Signature**

Each person signing below certifies that all of the information reported is complete and correct.

I understand that if I purposely give false or misleading information, I may be fined, sentenced to jail, or both.

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's ID Number

\_\_\_\_\_  
Student's Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (Required)

\_\_\_\_\_  
Date

**Note: Students and parents must have a separate signature – and cannot sign federal financial aid documents for each other.**



