2020-2021 Verification Worksheet

Dependent Student – University of Dubuque – Standard (V1)

Your 2020-2021 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, 2020 through June 30, 2021, or if the other children would be required to provide parental information if they were completing a 2020-2021 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, 2021.

Name (First and Last)	Age	Relationship to Student	Name of College Attending in 2020-2021 (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 2018. Complete Option 1.

☐ STUDENT was not required to file taxes, but did earn wages from working in 2018. Complete Option 2.

☐ STUDENT was not required to file taxes, was not employed, and had no income earned from work in 2018. Skip to Section D.

OPTION 1:

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 https://studentaid.ed.gov/sa/fafsa, 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 2018 IRS income tax information into the student's FAFSA.

If you are unable to use the IRS Data Retrieval Tool, then you must provide a 2018 IRS Tax "Return" Transcript or a signed copy of the 2018 income tax return and applicable schedules.

Check the box that applies:
☐ Used or will use the IRS Data Retrieval Tool
☐ IRS Tax Return Transcript is attached. Write the student's name and ID number on the transcript before sending.
☐ Signed copy of the 2018 income tax return and applicable schedules.

OPTION 2:

List all names of employers and the amount earned for each job. Attach the 2018 W2s supporting this information.

Employer's Name	2018 Wages Earned

Student Name: _____ Student ID Number: _____

D. PARENT INCOME INFORMATION

Check the applicable box and then follow the corresponding instructions.

☐ PARENT filed taxes in 2018. Complete Option 1.

☐ PARENT was not required to file taxes, but did earn wages from working in 2018. Complete Option 2 & 3.

☐ PARENT was not required to file taxes, was not employed, and had no income earned from work in 2018. Complete Option 3.

OPTION 1:

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 https://studentaid.ed.gov/sa/fafsa, 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 2018 IRS income tax information into the student's FAFSA.

If you are unable to use the IRS Data Retrieval Tool, then you must provide a 2018 IRS Tax "Return" Transcript or a signed copy of the 2018 income tax return and applicable schedules.

Check the box that applies:
☐ Used or will use the IRS Data Retrieval Tool
☐ IRS Tax Return Transcript is attached. Write the student's name and ID number on the transcript before sending.
☐ Signed copy of the 2018 income tax return and applicable schedules.

OPTION 2:

List all names of employers and the amount earned for each job. Attach the 2018 W2s supporting this information.

Employer's Name	2018 Wages Earned

OPTION 3:

Provide a "Verification of Non-Filing Letter" from the IRS dated on or after October 1, 2019 that indicates a 2018 IRS income tax return was not filed. A "Verification of Non-Filing Letter" can be obtained at www.irs.gov.

E. CERTIFICATION AND SIGNATURES

Each person signing below certifies that all of the information reported is complete and correct. **The student and one parent whose information was reported on the FAFSA 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.

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

_____   _____
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 Student Financial Planning | 2000 University Ave. | Dubuque, IA 52001
Email: mschmitt@dbq.edu | Fax 563.589.3690
Questions? Call 563.589.3169 | E-mail: mschmitt@dbq.edu

3