

# 2020-2021 Verification Worksheet

## *Independent Student – University of Dubuque (V4/V5)*

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. INDEPENDENT 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. INDEPENDENT STUDENT’S FAMILY INFORMATION

List the people in your household. Include:

- Yourself;
- Your spouse, if you are married;
- Your children, if you will provide more than half of the child’s support from July 1, 2020 through June 30, 2021, or if the child would be required to provide your 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 you.
- Other people if they now live with you and you 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.

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

**C. INDEPENDENT STUDENT’S INCOME INFORMATION**

The instructions below apply to the student and spouse, if the student is married. 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 & 3.
- STUDENT 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](http://www.irs.gov).

**D. STUDENT’S HIGH SCHOOL COMPLETION STATUS**

Please check the option that applies to the incoming student regarding their education status prior to attending college. This documentation is part of the admissions process at the university, so there is no need to attach it here. If additional documentation is required, your financial aid office will notify you.

- High school diploma or high school transcript including graduation date.
- Official documentation from high school counselor stating your graduation date and reason why high school diploma/transcript is unavailable.
- General Education Development (GED) Certificate.
- State certificate stating you have passed a State-authorized examination recognized as equivalent to diploma.
- Homeschooled student, w/ a transcript or equivalent, signed by parent or guardian, listing secondary school courses you have completed and documentation that you have successfully completed secondary school education.
- Homeschooled with a secondary school completion credential provided under State law.
- Completed a two-year program (ex. Associate’s degree) acceptable for full credit toward a bachelor’s degree.

**E. STATEMENT OF EDUCATIONAL PURPOSE**

The student must sign the Statement of Educational Purpose in the presence of a Notary or Financial Aid Administrator at the University of Dubuque. Due to the need for original signatures, faxes and scanned copies will not be accepted.

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**STATEMENT OF EDUCATIONAL PURPOSE**

I certify that I \_\_\_\_\_ (print student name) am the individual signing this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for education purposes and to pay the cost of attending University of Dubuque for 2020-2021.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Student ID Number \_\_\_\_\_

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**F. STATEMENT OF EDUCATIONAL PURPOSE SIGNATURE WITNESSED BY:**

**UNIVERSITY OF DUBUQUE'S  
CERTIFICATE OF ACKNOWLEDGEMENT**

On \_\_\_\_\_ (date), before me personally appeared \_\_\_\_\_ (Name of Student) and proved to me on the basis of satisfactory evidence of identification to be the above-named person who signed the foregoing instrument.

\_\_\_\_\_  
Financial Administrator's Signature

Type of unexpired valid government issued photo ID provided:

- driver's license,
- non-driver's ID card,
- other state-issued ID, or
- passport

**NOTARY'S CERTIFICATE OF ACKNOWLEDGEMENT**

*Only required when student is unable to appear in person at the University of Dubuque's Office of Student Financial Planning.*

State of \_\_\_\_\_, City/County of \_\_\_\_\_.

On \_\_\_\_\_ (date), before me \_\_\_\_\_ (Name of Notary) personally appeared \_\_\_\_\_ (Name of Student)

**OR**

and proved to me on the basis of satisfactory evidence of identification to be the above-named person who signed the foregoing instrument.

Type of unexpired valid government issued photo ID provided:

- driver's license,
- non-driver's ID card,
- other state-issued ID, or
- passport

Notary Signature \_\_\_\_\_

My Commission Expires on \_\_\_\_\_

[SEAL]

**G. DOCUMENTATION OF IDENTITY**

**A copy of the unexpired valid government-issued identification used by the witness to identify the student must be attached to this form.**

**H. CERTIFICATION AND SIGNATURES**

Each person signing below certifies that all of the information reported is complete and correct. **Due to the need for original signatures, this form cannot be faxed or emailed.**

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature (optional)

\_\_\_\_\_  
Date

Submit this worksheet to:  
University of Dubuque | Office of Student Financial Planning | 2000 University Ave. | Dubuque, IA 52001  
Questions? Call 563.589.3169 | E-mail: [mschmitt@dbq.edu](mailto:mschmitt@dbq.edu)