



2020-2021 Standard Verification Worksheet

Step 1: Student Information

 Last Name First Name M.I.

 Last 4 digits of Social Security Number

 Street Address (include apt. no.)

 Date of Birth

 City State Zip Code

Step 2: Household Size

List below the people in your household. Include:

- Yourself.
- Your spouse, if you are married.
- Your children or your spouse's children, if any, if you or your spouse will provide more than half of the children's support from July 1, 2020, through June 30, 2021, even if a child does not live with you.
- Other people if they now live with you and you or your spouse provides 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.

Number in College: Include in the space below information about any household member 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, 2020, and June 30, 2021, and include the name of the college.

If more space is needed, provide a separate page with your name and SSN at the top.

Full Name	Age	Relationship	College	Enrolled at Least Half Time (Yes/No)
Missy Jones (example)	25	Spouse	Central University	
		Self	University of Western States	

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.

Student Name: _____ Last 4 digits of SSN: _____

Step 3: 2018 Income Information

TAX RETURN FILERS

Important Note: The instructions below apply to the student and spouse, (if applicable). Notify the financial aid office if the student or spouse (if applicable) filed separate IRS income tax returns for 2018 or had a change in marital status after December 31, 2018.

Instructions: Complete this section if the student and spouse filed or will file a 2018 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 2018 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 student has used the IRS DRT in *FAFSA on the Web* to transfer 2018 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 2018 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 **2018 IRS Tax Return Transcript(s) or a signed copy of the 2018 income tax return and applicable schedules.**

*You can obtain an IRS tax return transcript by going to www.irs.gov and clicking "Get Your Tax Record." you can then choose to "Get Transcript by MAIL" or "Get Transcript ONLINE" Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." You may also request by calling 1-800-908-9946 or filling out a paper request form-IRS Form 4506T-EZ or IRS Form 4506-T.*

If the student and spouse filed separate 2018 IRS income tax returns, the IRS DRT cannot be used and the **2018 IRS Tax Return Transcript(s) or signed copy of the 2018 income tax return and applicable schedules** must be provided for each.

- Check here if a **2018 IRS Tax Return Transcript(s) or a signed copy of the 2018 income tax return and applicable schedules** is provided.

NONTAX FILERS

The instructions and certifications below apply to the student and spouse (if applicable). Complete this section if the student and spouse (if applicable) will not file and are not required to file a 2018 income tax return with the IRS.

Check the box that applies:

- The student and spouse (if applicable) were not employed and had no income earned from work in 2018.
- The student and/or spouse (if applicable) were employed in 2018 and have listed below the names of all employers, the amount earned from each employer in 2018, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2018 IRS W-2 forms issued to the student and/or 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	IRS W-2 or Documentation Provided	Annual Amount Earned in 2018
ABC's Auto Body Shop (example)	Yes	\$2,000

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2019 that indicates a 2018 IRS income tax return was not filed with the IRS or other relevant tax authority (See above instructions on how to obtain a **2018 IRS Tax Return Transcript**), or a signed statement certifying that the individual attempted to obtain confirmation of nonfiling from the IRS or other relevant tax authority and was unable to obtain the required documentation. (For non-filers the IRS will show a confirmation of non-filing rather than a transcript).

- Check here if confirmation of nonfiling or a signed statement is provided.

Step 4: Certification and Signature

Signing below certifies that all of the information reported is complete and correct.

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

Student Signature (Required)

Date

Financial Aid Office