



# 2019-2020 Dependent Verification Worksheet

## Federal Student Aid Programs

Your 2019–2020 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 must ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information our staff 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 Student Financial Services office. We may ask for additional information. If you have questions about verification, contact our office 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 Social Security Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	(____) _____ Student's Home Phone Number
Student's Email Address			(____) _____ 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.

*If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Also include the name of the college for any household member 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.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>	<i>Trinity International University</i>	

**C. Income Information**

**Instructions:** The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web at [www.fafsa.gov](http://www.fafsa.gov). In most cases, no further documentation is needed to verify 2017 income and tax information that was transferred into the student’s FAFSA using the IRS Data Retrieval Tool, as long as that information was not subsequently changed. It takes up to 2 weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.  
**Important Note:** If the student/parent filed, or will file, an amended 2017 IRS tax return, the student/parent must send a signed copy of your amended return to the Trinity financial aid office. .

**Student 2017 Information**  
Check One Box Below

- I have used the IRS Data Retrieval Tool on the FAFSA
- I am unable/I choose not to use the IRS Data Retrieval Tool in the FAFSA. My 2017 IRS Tax Return Transcript\* or a signed 1040 form is attached to this worksheet.
- My 2017 IRS Tax Return Transcript\* or signed 1040 form will be submitted to the school by: \_\_\_\_\_ (date).
- I was not required to file a tax return but received a W-2(s) **and** have included W-2 copies with this worksheet.
- I was not required to file a tax return and did not receive a W-2(s) but had wages of \$ \_\_\_\_\_.
- I was not employed and had no income earned from work in 2017.

**Parents’/Step-parents’ 2017 Information**  
Check One Box Below

- I/We have used the IRS Data Retrieval Tool on the FAFSA
- My/our 2017 IRS Tax Return Transcript\* or a signed 1040 form is attached to this worksheet.
- My/our 2017 IRS Tax Return Transcript\* or a signed 1040 form will be submitted to the school by: \_\_\_\_\_ (date).
- I was not required to file a tax return but received a W-2(s). I have included IRS Confirmation of my 2017 non-filing status<sup>†</sup> **and** W-2 copies with this worksheet.
- I was not required to file a tax return and did not receive a W-2(s) but had wages of \$ \_\_\_\_\_. I have included IRS Confirmation of my 2017 non-filing status<sup>†</sup>.
- I was not employed and had no income earned from work in 2017. I have included IRS Confirmation of my 2017 non-filing status<sup>†</sup>.

**\*Tax Filer Document Instructions:** In previous years, the 1040 form has not served as adequate information for the submission of official tax documentation. However, the IRS is accepting either the tax return transcript, or a signed 1040 form. The IRS Tax Return Transcript is **not** a photocopy of the federal tax return (Form 1040, 1040A, or 1040EZ). To obtain an IRS tax return transcript, go to <http://www.irs.gov/Individuals/Get-Transcript> and click on the appropriate link to receive your transcript online or by mail.

**†Tax Non-Filing Document Instructions:** If you have a credit card account, auto loan, mortgage, home equity loan or line of credit, you can use the “Get Transcript Online” option at [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript) to request an **IRS Tax Return Transcript** or **IRS Tax Account Transcript** that includes a message such as “no record of return filed” or “no transcript on file”. Otherwise, you can request IRS confirmation of your 2017 Non-Filing Tax Status by submitting IRS Form 4506-T found at [www.tiu.edu/wp-content/uploads/2015/05/Request-IRS-non-filing-letter.pdf](http://www.tiu.edu/wp-content/uploads/2015/05/Request-IRS-non-filing-letter.pdf) directly to the applicable IRS office listed on Page 2 of the form. Once you have received the **IRS Verification of Non-filing** letter from the IRS, please submit a copy to our office.

**D. 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

**Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to:**

**Trinity International University  
Student Financial Services  
2065 Half Day Road  
Deerfield, IL 60015  
Fax: 847-317-7040**

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

**NOTE: Please write student name and student ID number on IRS tax return transcript(s) prior to submitting.**