



## 2019-2020 Verification Worksheet | Federal Student Aid Programs | **DEPENDENT**

Your FAFSA was selected for a process called "Verification." The law says we must ask you for this information before disbursing Federal Aid. If there are differences between your application information and your financial documents, Doane will need to make corrections electronically.

### What you need to do:

1. Collect your and your parent(s)' required financial documents.
2. Return the completed worksheet and other documents Doane requests to the Financial Aid Office.
3. Contact the Financial Aid Office if you have questions about completing this worksheet.

### A. Student Information

|                            |            |               |   |
|----------------------------|------------|---------------|---|
| Last Name                  | First Name | M.I.          | Social Security Number or Student ID Number |
| Address (include apt. no.) |            | Date of Birth |   |
| City                       | State      | ZIP Code      | Phone Number (include area code)            |

### B. Family Information

List the members of your household, including:

- yourself
- the parent(s) you live with (include stepparent) OR if not living at home, the parent(s) whose information was used on the FAFSA.
- your parent's other children (even if they do not live with them) if either of the following applies:
  - your parent is/parents are providing more than half of their financial support between July 1, 2019 - June 30, 2020, OR
  - the child would be required to provide the parent's information when applying for Federal Student Aid.
- other people who live with your parents and receive more than half of their financial support between July 1, 2019 - June 30, 2020.

Write the names of all household members in the space(s) below. Also write in the name of the college for any household member, excluding your parent(s), who will be attending at least half time between July 1, 2019, and June 30, 2020, and will be enrolled in a degree, diploma or certificate program. If you need more space, attach a separate page.

| Full Name             | Age | Relationship           | College            |
|-----------------------|-----|------------------------|--------------------|
| Missy Jones (example) | 18  | Sister                 | Central University |
|                       |     | Yourself (the student) |                    |
|                       |     |                        |                    |
|                       |     |                        |                    |
|                       |     |                        |                    |
|                       |     |                        |                    |

**C. STUDENT'S Income Information**

1. Check only one box below.

- Check here if you filed taxes and used the IRS Data Retrieval Tool\* when you **originally** filed your FAFSA, or made a correction to include the IRS Data Retrieval Tool at a later time.
- Check here if you are attaching your signed 2017 Federal Tax Return Transcript (**Preferred**) or a signed copy of your 2017 IRS Federal Income Tax Return. Include all 2017 Student W-2's, Sch. C and/or Sch. F forms. (if applicable)
- Check here if you are **not required** to file a 2017 IRS Federal Income Tax Return. (**Proceed to line 2 below**)

\*The IRS Data Retrieval Tool is the simplest and preferred method to transfer your tax information.

2. If you **did not file** and are **not required** to file a 2017 IRS Federal Income Tax Return, list below your employer(s) and any income received in 2017 (**attach W-2 forms or other earnings statements if available**).

| Sources                             | 2017 Income |
|-------------------------------------|-------------|
|                                     | \$          |
|                                     | \$          |
| <i>If no earnings, write "none"</i> | \$          |

**D. PARENT(S)' Tax Forms and Income Information**

1. Check only one box below.

- Check here if you filed taxes and used the IRS Data Retrieval Tool\* when you **originally** filed your FAFSA, or made a correction to include the IRS Data Retrieval Tool at a later time.
- Check here if you are attaching your signed 2017 Federal Tax Return Transcript (**Preferred**) or a signed copy of your 2017 IRS Federal Income Tax Return. Include all 2017 Parent W-2's, Sch. C and/or Sch. F forms (if applicable).
- Check here if your parent(s)' are **not required** to file a 2017 IRS Federal Income Tax Return. (**Proceed to line 2 below**)

\*The IRS Data Retrieval Tool is the simplest and preferred method to transfer your tax information.

2. If your parent(s)' **did not file** and are **not required** to file a 2017 IRS Federal Income Tax Return, list below your parent(s)' employer(s) and any income they received in 2017 (**attach W-2 forms or other earnings statements if available**).

| Sources                             | 2017 Income |
|-------------------------------------|-------------|
|                                     | \$          |
|                                     | \$          |
| <i>If no earnings, write "none"</i> | \$          |

3. All nontax filers are required to provide an IRS Verification of Non-Filing Letter dated on or after October 1, 2018 that indicates a 2017 IRS Federal Income Tax Return was not filed with the IRS. To request this documentation, visit **www.irs.gov** and click on Tools, Related Items, and Form 4506-T. For help completing this form, see the last page of this worksheet.

- Check here if a Verification of Non-Filing Letter for tax year 2017 is provided for each parent.
- Check here if the Verification of Non-Filing Letter will be provided later for each parent.

### E. Instructions for Nontax Filers Completing Form 4506-T Verification of Non-Filing

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Visit [www.irs.gov/form4506t](http://www.irs.gov/form4506t)

- Click on Form 4506-T under Current Products.
- Complete Sections 1a through 5.
- Click the box on line 7.
- Enter the date of 12/31/2017 on line 9.
- Click the box above the signature section.
- Print your completed Form 4506-T and sign.
- Mail or fax Form 4506-T to the address/fax number located in the middle column of the instructions attached to the 4506-T form for the state you lived in, or the state your business was in, when that return was filed.

**Identity Theft:** If you are unable to obtain an IRS Tax Return Transcript due to identity theft, please call 1-800-908-4490. You will be able to obtain an alternative document (TRDBV) that is acceptable for verification. We will also require a signed statement by the tax filer that they were a victim of IRS-related identity theft and that the IRS is aware of it.

### F. Sign this Worksheet

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Each person signing this worksheet certifies that all the information reported on it is complete and correct. The student and at least one parent must sign and date. **No electronic signatures, please.**

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

WARNING: If you purposefully give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

*Please submit this form to the Financial Aid Office at Doane University.*