

DELAWARE VALLEY UNIVERSITY

2019–2020 Verification Worksheet Dependent Student – V1

Your 2019–2020 Free Application for Federal Student Aid (FAFSA) was selected for verification, a review process for which the Office of Financial Aid must obtain documentation to ensure accuracy of the information you submitted on your FAFSA. Information on the FAFSA will be compared with the required documents, including this worksheet. If there are differences, your FAFSA may need to be corrected. You and at least one parent must complete and sign this worksheet and return it with all required documents to the Office of Financial Aid **within 25 days** of receipt of this form. The Office of Financial Aid may ask for additional information. If you have questions about verification, contact your financial aid counselor as soon as possible so that your financial aid will not be delayed.

A. Dependent Student's Information

Last Name	First Name	M.I.	Student ID#
Street Address (include apt.#)			Date of Birth
City	State	Zip Code	
() _____ Home Phone Number		() _____ Alternate or Cell Phone Number	
Email Address: _____			

B. Number of Household Members and Number in College (Dependent Student)

Number of Household Members: List below the people in the parents' household. Include:

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of the children's 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 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, 2020.

Number in College: Include below enrollment 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, 2019, and June 30, 2020. Include the name of the college.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</i>	Delaware Valley University	
		<i>Parent</i>		

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.

C. Dependent Student's Income Information to Be Verified

1. STUDENT'S TAX FILING STATUS – Tax Year 2017

Have you filed or were you required to file a 2017 U.S. federal income tax return?

Check **ONE**:

_____ **YES.** Continue to Step 2.

_____ **NO, but I had some earnings from work.** Continue to Step 3. List every employer even if the employer **DID NOT** issue an IRS W-2 Form. Please submit all W-2 and 1099 forms you received.

_____ **NO. I had no earnings from work.** Continue to Step 4.

2. STUDENT TAX FILERS ONLY: Complete this section if you filed a 2017 IRS income tax return. *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.*

Check **ONE**:

I **have used** the IRS DRT in *FAFSA on the Web* to transfer 2017 IRS income tax return information into my FAFSA.

I **will use** the IRS DRT in *FAFSA on the Web* to transfer 2017 IRS income tax return information into my FAFSA.

I **did not** or **am unable to use** the IRS DRT in *FAFSA on the Web*, and instead have attached my **2017 IRS Tax Return Transcript**.

PLEASE NOTE: *The student's name and Delaware Valley University Student ID # must appear on all submitted tax documentation. Failure to do so may result in the delay of processing financial aid.*

A 2017 IRS Tax Return Transcript may be obtained through:

- **Online Request** – Go to <https://www.irs.gov/Individuals/Get-Transcript> and click “Get Transcript ONLINE” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript”.
- **Telephone Request** – 1-800-908-9946
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T

3. STUDENT NONTAX FILERS ONLY – EARNINGS INFORMATION

Complete this section **only if you did not file and were not required** to file a 2017 U.S. federal income tax return.

Please submit to the Financial Aid Office copies of all 2017 W-2 and 1099 forms you received. List every employer even if the employer did not issue an IRS W-2 Form.

Employer's Name	2017 Amount Earned	IRS W-2 Provided?
<i>(Example) ABC's Auto Body Shop</i>	\$4,500.00	Yes
Total Amount of Income Earned from Work	\$	

D. Parent's Income Information to Be Verified

Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2017 or had a change in marital status after December 31, 2017.

1. PARENT TAX FILING STATUS – Tax Year 2017

Did your parent(s) file or were he/she/they required to file a 2017 U.S. federal income tax return?

Check **ONE**:

_____ **YES.** If your parents are married and filed separate 2017 IRS income tax returns they cannot use the Data Retrieval Tool and must provide **both 2017 IRS Tax Return Transcripts**. Continue to Step 2.

_____ **NO, but he/she/they had some earnings from work.** Continue to Steps 3 & 4. List every employer even if the employer **DID NOT** issue an IRS W-2 Form. Please submit all W-2 and 1099 forms they received.

_____ **NO, he/she/they had no earnings from work.** Continue to Step 4.

Student's Name: _____ DelVal ID#: _____

2. Complete this section if your parent(s) filed a 2017 IRS income tax return. *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.*

Check ONE:

- My parent(s) **have used** the IRS DRT in *FAFSA on the Web* to transfer 2017 IRS income tax return information into my FAFSA.
- My parent(s) **will use** the IRS DRT in *FAFSA on the Web* to transfer 2017 IRS income tax return information into my FAFSA.
- My parent(s) **did not or are unable to use** the IRS DRT in *FAFSA on the Web*, and instead have attached a **2017 IRS Tax Return Transcript**.

PLEASE NOTE: The student's name and Delaware Valley University Student ID # must appear on all submitted tax documentation. Failure to do so may result in the delay of processing financial aid.

A 2017 IRS Tax Return Transcript may be obtained through:

- **Online Request** – Go to <https://www.irs.gov/Individuals/Get-Transcript> and click "Get Transcript ONLINE" Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript".
- **Telephone Request** – 1-800-908-9946
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T

If each parent filed separate 2017 IRS income tax returns, both must provide **2017 IRS Tax Return Transcripts**.

3. PARENT NONTAX FILERS ONLY – EARNINGS INFORMATION

Complete this section **only if you did not file** and **were not required** to file a 2017 U.S. federal income tax return.

Please submit to the Financial Aid Office copies of all 2017 W-2 and 1099 forms you received. List every employer even if the employer did not issue on IRS W-2 Form.

Employer's Name	2017 Amount Earned	IRS W-2 Provided?
<i>Example) ABC's Auto Body Shop</i>	<i>\$4,500.00</i>	<i>Yes</i>
Total Amount of Income Earned from Work	\$	

4. Provide confirmation of nonfiling which can be obtained from the IRS using Form 4506-T

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.

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

Print Student's Name

Student's ID Number

Student's Signature

Date

Parent's Signature

Date

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the financial aid administrator at your school. You should make a copy of this worksheet for your records.