

# 2019-2020 Verification Worksheet for Dependent Students

Federal Student Aid Programs

Your student aid application was selected by the U. S. Department of Education for review. We are required by federal law to compare your application with information on this form and with your and your parent's 2017 federal tax information.

If any items have to be corrected, the Truman State University Financial Aid Office will send changes to the Central Processing System electronically. You will receive a new SAR, which allows you to see the changes and results.

#### What you should do:

- Submit all documents as soon as you can by June 1 if you expect aid to be ready when classes begin, Aug. 19, 2019, to the Truman State University Financial Aid Office.
- Pay deposits and pre-enroll when scheduled, because verifications for enrolled students are done first.
- Respond promptly to requests for additional information.

**Until verification is complete federal aid awards cannot be paid.** The final deadline is April 1, 2020, or prior to withdrawal from school. (For Pell Grant only, the deadline will be given in the Federal Register or will be within 120 days after the last day of enrollment, whichever is earlier.)

# **A. Student Information**

Last Name	First Name	M.I.	Social Security Number	Student ID#
Street Address	City		State	ZIP
Student Phone Number		Parent Ph	none Number	

\*\*\* By providing an email address below, you are authorizing the Truman State University Financial Aid Office to communicate through email if any additional information is required for verification. Please DO NOT provide email addresses if you do not check your email account regularly. If a parent email is not provided, all requests for parental information will be made via paper mailed to the permanent address on file.\*\*\*

Student Email Address	Email Address for Parent (whose information is provided on FAFSA)		
B. Parent Marital Status			
What was your parent's marital status on the date you complet If your parent's marital status is different today from the date you filed a			

□ Never Married

Unmarried Living Together

Married/Remarried
Divorced/Separated

□ Widowed

# **C. Family Information**

# List <u>all people in your parent's household in the chart below.</u> Be sure to include:

- Yourself
- Your parent(s) (Including step-parent) Do not include your non-custodial parent \*\*Additional instructions on page 4\*\*
- Your parent(s)' other dependent children if your parent(s) will provide more than half of their support from July 1, 2019 through June 30, 2020
- Other people only if they currently live with your parent(s) and your parent(s) will provide more than half of their support from July 1, 2019 through June 30, 2020.

Also write in the name of the college for any household member, <u>excluding your parent(s)</u>, who will be enrolled, at least half time in a degree, diploma, or certificate program at a post-secondary educational institution any time between July 1, 2019 and June 30, 2020. **Do not** list high school students participating in dual credit courses as being in college. If you need more space, attach a separate page with the student's name and Student ID number at the top.

Full Name	Age	Relationship to Student	Attending during 2	College 2019-20	Name of College if enrolled 2019-20 school year	
		Self	₽Ÿes	□No	Truman State University	
			□Yes	□No		
			□Yes	□No		
			□Yes	□No		
			□Yes	□No		
			□Yes	□No		

#### SSN or ID#:

#### **D. Student Income Information**

#### Have you or will you file a 2017 U.S. Federal Tax Return?

<u>non-tax filers only</u> This section for

YES: Submit your Student 2017 Tax Return Transcript from the IRS. Tax transcripts are not the same as copies of the IRS 1040 tax returns. \*\*Instructions for requesting a transcript on page 4\*\*

NO: Complete this section if the student did not/will not file and is not required to file a 2017 Federal IRS Tax Return.

#### Non-Tax Filers Only - Check the one box that applies:

The student was not employed and had no income earned from work in 2017.

The student was employed in 2017. Complete the table below and submit all W-2 and 1099 forms documenting student income. If you were not issued a W-2 from your employer, provide a written statement explaining why not, along with any other documentation you may have been issued.

Source of Income/Employer Name	2017 Amount Earned	Was a W-2 issued by the employer? If yes, you must submit a copy.		
	\$	□Yes □No		
	\$	□Yes □No		
	\$	□Yes □No		

Victims of Identity Theft: If you the student were a victim of an IRS identity theft for the 2017 tax year, we cannot use the IRS Tax Return Transcript. Please indicate ves below and see page 4 for additional instructions.

Sec. I was a victim of an IRS tax-related Identity Theft and cannot obtain an IRS Tax Return Transcript for the 2017 tax year. The IRS has been made aware of this tax-related identity theft.

#### **E. Parent Income Information**

Complete the section below for the parent(s) listed in Section C of this worksheet. If two parents were listed in the household, provide information below for both.

#### Have you or will you file a 2017 U.S. Federal Tax Return?



<u>non-tax filers only</u> This section for

**YES:** Submit your Parent 2017 Tax Return Transcript from the IRS. Tax transcripts are not the same as copies of the IRS 1040 tax returns. \*\*Instructions for requesting a transcript on page 4\*\*

NO: Complete this section if the parent did not/will not file and is not required to file a 2017 Federal IRS Tax Return. In addition, confirmation of non-filing status is REQUIRED from the IRS. \*\*Instructions for requesting a Verification of Non-Filing letter on page 4\*\*

#### Non-Tax Filers Only - Check the one box that applies:

The parent was not employed and had no income earned from work in 2017. \*Additional information may be requested\*

The parent was employed in 2017. Complete the table below and submit all W-2 and 1099 forms documenting parent income. If you were not issued a W-2 from your employer, provide a written statement explaining why not, along with any other documentation you may have been issued.

Source of Income/Employer Name	2017 Amount Earned	Was a W-2 issued by the employer? If yes, you must submit a copy.	
	\$	□Yes □No	
	\$	□Yes □No	

Victims of Identity Theft: If you the parent were a victim of an IRS identity theft for the 2017 tax year, we cannot use the IRS Tax Return Transcript. Please indicate yes below and see page 4 for additional instructions.

Yes, I was a victim of an IRS tax-related Identity Theft and cannot obtain an IRS Tax Return Transcript for the 2017 tax year. The IRS has been made aware of this tax-related identity theft.

#### F. Child Support Paid

#### Did either the student or parent/stepparent listed in Section C of this worksheet pay child support during 2017?

Yes (If yes, you <u>must</u> complete the chart below - *Report Annual Amounts/List Each Child Separately*)

l No

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Child's Age	Amount of Child Support Paid in 2017
				<b>\$</b> / year
				<b>\$</b> / year
				<b>\$</b> / year

# G. Sign and Date This Worksheet

By signing this worksheet we certify that all the information reported on it is complete and correct. *Warning:* If you purposely give false or misleading information, you may be fined, be sentenced to jail, or both.

Student's Signature (Required)

\_ Date \_\_\_\_

Parent's Signature (Required)

Date \_

# **Verification Checklist**

Before submitting this worksheet, double check that you have done the following:

Listed everyone in the household in Section C, including parent(s) and other siblings if applicable

- Attached Student/Parent IRS Tax Return Transcripts or successfully used the IRS Data Retrieval Tool in FAFSA for tax filers (see page 4)
- Completed the Student/Parent Non-Tax Filer Charts in Section D and E for non-tax filers and attached all supporting income documentation
- □ Completed Section F Child Support Paid
- □ Student Signed/Dated Worksheet
- Parent Signed/Dated Worksheet

# FAILURE TO READ AND COMPLETE <u>ALL</u> SECTIONS OF THIS WORKSHEET WILL RESULT IN DELAYS TO YOUR VERIFICATION PROCESS AND MAY DELAY DISBURSMENT OF FINANCIAL AID



Copies of your Federal Tax Return (1040, 1040A, 1040EZ) are not acceptable documentation for verification purposes.

STOP P

Please do not submit W-2 forms for 2017 tax filers unless they are requested from our office. Non-tax filers <u>are</u> still required to submit all W-2 forms.

# **RETURN THIS WORKSHEET BY MAIL, EMAIL, OR FAX TO:**

Truman State University Financial Aid Office MC 103 100 E. Normal, Kirksville MO 63501 E-Mail: finaid@truman.edu Fax: 660-785-7389

# **Parental Information for Dependent Students**

If your parents are divorced or separated, you should provide information for the parent you lived with more during the 12 months prior to completing your FAFSA. If this parent is remarried as of the date you completed the FAFSA, you should also provide information for your stepparent.

If your legal parents (biological and/or adoptive) are not married to each other and live together, you should provide information about both of them regardless of their gender. Same-sex couples must report their marital status as married if they were legally married in a state or jurisdiction that permits same-sex marriage.

# **Requesting A Tax Transcript**

On The Web—Go to <u>www.IRS.gov</u> By Phone—Call 1-800-908-9946

- The following information is needed to request a transcript—Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2017 tax return was filed).
- It takes up to 2 weeks after filing a tax return for IRS income information to be available for electronic IRS tax return filers, and up to 8-12 weeks for paper IRS tax return filers.
- Be sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript".
- We strongly recommend that you have the transcript sent to you and then you submit a copy to our office, and keep a copy for your own records.
- Be sure to submit all pages of the transcript.

For more information on requesting a tax return transcript, go to <u>http://financialaid.truman.edu</u> and click Selection for Verification.

# What To Do If You Have Trouble Obtaining A Transcript

When did you submit your 2017 return? It can take up to 8-12 weeks after filing your return before transcript information is available.

Try a different requesting method; if you were unsuccessful with the online method, the phone method may work for you.

For more assistance in obtaining a transcript contact the Truman Financial Aid Office.

#### Verification Requirements For Individuals Filing An Amended Return

For individuals who have filed an amended return, additional information is needed for verification purposes. Please note, the IRS Tax Return Transcript only shows the information submitted on the original return and does not reflect changes made by the amendment. Therefore the following items are required:

- 2017 IRS Tax Return Transcript
- A signed copy of the individual's 1040X—Amended Return

# **IRS Data Retrieval**

- For individuals who used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer unchanged 2017 IRS income information into the student's FAFSA, either on the initial FAFSA or when making corrections to the FAFSA, the Financial Aid Office will use this information instead of a tax transcript. Please note, in some instances, a transcript may still be needed.
- If you have not yet used the IRS Data Retrieval Tool, but will use it to transfer 2017 IRS income information into the student's FAFSA instead of requesting a tax return transcript, please notify the Financial Aid Office once the FAFSA has been successfully updated with the IRS data.

# **Verification of Non-Filing Letter**

If a parent did not file a Federal 2017 Tax Return, they are required to obtain documentation from the IRS that they did not file. An IRS Verification of Non-Filing Letter provides proof that the IRS has no record of a filed 1040, 1040A or 1040EZ for the individual. A Verification of Non-Filing Letter can be obtained by the following:

**On the Web** - Go to www.irs.gov and select "Get a tax transcript" under tools and then "Get Transcript Online". You will need to create a user name.

**By Mail** - Print IRS Form 4506-T online at www.irs.gov. Check the box next to #7 to confirm verification of non-filing status. Complete #9 with the 2017 tax period ending 12/31/2017.

#### Victims of Identity Theft

IRS Tax Return Transcripts and the Data Retrieval Tool on the FAFSA are not available for victims of identity theft. An individual who is a victim of identity theft and cannot get a return transcript must contact the IRS's Identity Protection Specialized Unit (IPSU) at 1-800-908-4490. After the IPSU authenticates the tax filer's identity, they can request an alternate transcript called a Transcript Database View (TRDBV). Please indicate on this worksheet that you are a victim of Identity Theft and submit the TRDBV in place of a tax return transcript.