

## 2018–2019 Verification Worksheet Dependent Student- V5

Your 2018–2019 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 may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school 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 this form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

Student's Last Name	Student's First Name	Student's M.I.	Student's Social Security Number
Student's Street Address (in	nclude apt. no.)	Student's Date of Birth	
City	State	Zip Code	Primary Phone Number (include area code)
Alternate Phone Number			·

## B. Dependent Student's Family Information

A. Dependent Student's 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, 2018, through June 30, 2019, or if the other children would be required to provide parental information if they were completing a FAFSA for 2018–2019. 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, 2019.

Include the name of the college for any household member, excluding your parent(s), 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, 2018, and June 30, 2019. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at
				Least Half Time
Missy Jones (example)	18	Sister	Central University	Yes
		Self		

Student's Name:	SSN:	SSN:		
C. Dependent Student's Income Information to Be Ve	erified			
1. TAX RETURN FILERS—Important Note: If the studen must contact the financial aid administrator before complet		tax return, the student		
Instructions: Complete this section if the student <u>filed or verify income</u> is by using the IRS Data Retrieval Tool that it tool, go to <u>FAFSA.gov</u> , log in to the student's FAFSA recorfinancial Information section of the form. From there, followed IRS Data Retrieval Tool to transfer 2016 IRS income tax in IRS income information to be available for the IRS Data Reveeks for paper IRS tax return filers. If you need more information aid administrator.	is part of FAFSA on the Web. If the studen rd, select "Make FAFSA Corrections," an ow the instructions to determine if the stud aformation into the student's FAFSA. It tal etrieval Tool for electronic IRS tax return	t has not already used the d navigate to the lent is eligible to use the kes up to two weeks for filers, and up to eight		
Check the box that applies:				
The student <u>has used</u> the IRS Data Retrieval Tool in Fainformation into the student's FAFSA, either on the instudent's school will use the IRS information that was	itial FAFSA or when making a correction			
The student <u>has not yet used</u> the IRS Data Retrieval To transfer 2016 IRS income information into the student instructions above for information on how to use the II verification process until the IRS information has been	's FAFSA once the student has filed a 201 RS Data Retrieval Tool. The student's scho	6 IRS tax return. See		
The student is <u>unable or chooses not to</u> use the IRS Date to the school a <b>2016 IRS tax return transcript</b> —not a transcript go to <u>www.IRS.gov</u> under the <b>Tools</b> heading <u>MAIL</u> link or call 1-800-908-9946. Make sure you or Account Transcript." For paper request forms, print a weeks for IRS income information to be available for extractionary of the parents are married, and separate a submitted for each parent.	a photocopy of the income tax return. To a g click on " <b>Get a Tax Transcript</b> " then cli rder the " <b>IRS Tax Return Transcript</b> " an and complete IRS Form 4506T-EZ or 4506 electronic IRS tax return filers, and up to e	obtain an IRS tax return ck on Get Transcript by d NOT the "IRS Tax -T. It takes up to two eight weeks for paper tax		
Check here if the student's IRS tax return transcr	ript is attached to this worksheet.			
Check here if the student's IRS tax return transcr cannot be completed until the IRS tax return tran				
2. <b>TAX RETURN NONFILERS</b> —Complete this section if t return with the IRS.	the student will not file and is <u>not required</u>	to file a 2016 income tax		
Check the box that applies:				
The student was not employed and had no income earn	ned from work in 2016.			
The student was employed in 2016 but made less income forms issued to the student by employers and list every with the student's name and Social Security Number at	employer below. If more space is needed,			
Employer's Name	2016 Amount Earned	IRS W-2 Attached?		
Suzy's Auto Body Shop (example)	\$2,000.00(example)	Yes(example)		

Stu	dent's Name: SSN:
D.	<b>Parent's Income Information to Be Verified</b> —Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.
1.	. TAX RETURN FILERS—Important Note: If the student's parent(s) filed, or will file, an <u>amended</u> 2016 IRS tax return the student's financial aid administrator must be contacted before completing this section.
	<b>Instructions:</b> Complete this section if the student's parent(s) filed or will file a 2016 income tax return with the IRS. The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student's parent(s) has not already used the tool, the parent and the student should go to FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instruction to determine if the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2016 IRS income tax information into the student's FAFSA. It takes up to two 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. If you need more information about whether or how to use the IRS Data Retrieval Tool see the student's financial aid administrator.
	Check the box that applies:
	The student's parent <u>has used</u> the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2016 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. The student's school will use the IRS information transferred into the student's FAFSA to complete the verification process.
	The student's parent <u>has not yet</u> used the IRS Data Retrieval Tool, but will use the tool to transfer 2016 IRS income information into the student's FAFSA once the parent's IRS tax return has been filed. See instructions above for information on how to use the IRS Data Retrieval Tool. The student's financial aid administrator cannot complete verification until the parent has transferred IRS information into the student's FAFSA.
	The parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the student's school copy of the parent's 2016 IRS tax return transcript(s)—not photocopies of the income tax return. To obtain an IRS tax return transcript go to www.IRS.gov under the Tools heading click on "Get a Tax Transcript" then click on Get  Transcript by MAIL link or call 1-800-908-9946. Make sure you order the "IRS Tax Return Transcript" and NOT th "IRS Tax Account Transcript." For paper request forms, print and complete IRS Form 4506T-EZ or 4506-T. It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper tax return filers. If the parents are married, and separate 2016 tax returns were filed, 2016 IRS tax return transcripts much be submitted for each parent.
	Check here if an IRS tax return transcript(s) is attached to this worksheet.
	Check here if IRS tax return transcript(s) will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.
2.	. <b>TAX RETURN NONFILERS</b> —Complete this section if the student's parent(s) will not file and <u>is not required</u> to file a 2010 income tax return with the IRS.
	Check the box that applies:
	The parent(s) was not employed and had no income earned from work in 2016.  A copy of the Affidavit of Self Support form is attached.
	The parent(s) was employed in 2016 but made less income than required for tax filing.  A copy of the Affidavit of Self Support form is attached.

Stı	Ident's Name: SSN:						
Е.	High School Completion Status						
	Provide <u>one</u> of the following documents that indicate the student's high school completion status when the student will begin college in 2018–2019. Check the box that applies to the item you will attach:						
	A copy of the student's high school diploma.						
	A copy of the student's final official high school transcript that shows the date when the diploma was awarded.						
	A copy of the student's General Educational Development (GED) certificate or GED transcript.						
	An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for ful credit toward a bachelor's degree.						
	An official high school transcript, or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.						
If the	ne student is unable to obtain the documentation listed above, he or she must contact the Office of Financial Aid.						
F.	Identity and Statement of Educational Purpose (To Be Signed at the Institution)						
	The student must appear in person at Calumet College of St. Joseph to verify his or her identity by presenting valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student's ID.						
	In addition, the student must sign, in the presence of the institutional official, the following:						
	Statement of Educational Purpose						
	I certify that I am the individual signing this (Print Student's Name)  Statement of Educational Purpose and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Calumet College of St. Joseph for 2018-2019.						
	(Student's Signature) (Date)						
	(Student's ID Number)						
If y	ou cannot appear in person to submit this worksheet, you must contact the Office of Financial Aid.						
	Certification and Signatures						
	Each person signing this worksheet certifies that all of the information reported on it is complete and correct. Each person also understands that upon review of the student's file, the student and/or parent may be required to submit additional documentation. 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						