

WESTMINSTER COLLEGE

2019–2020 Verification Worksheet

Dependent Student

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 may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and a parent whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us 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 Email Address
Student’s Home Phone Number (include area code)			Student’s Alternate or Cell Phone Number

B. Dependent Student’s Family Information

Number of Household Members: List below the people in your parent(s)’ household. Include:

- Yourself, the student.
- Your parent(s) (including a stepparent) even if you do not 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.

Full Name	Age	Relationship	College*	Will be Enrolled at Least Half Time
		<i>Self</i>	<i>Westminster College</i>	

*Number in College: Please include in the column above the name of the college for any household member, excluding your parent(s), 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.

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. TAX RETURN FILERS

Instructions: Complete this section if the student, filed or will file a 2017 IRS income tax return(s). *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. In most cases, no further documentation is needed to verify 2017 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.*

Check the box that applies:

- The student has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2017 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to transfer 2017 IRS income tax return information into the student's FAFSA.
- The student is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and instead will provide the school a **2017 IRS Tax Return Transcript—not a photocopy of the income tax return**. *Please write the student's name and school ID number on the tax return transcript.*

A 2017 IRS Tax Return Transcript may be obtained through:

- Get Transcript by MAIL - Go to www.irs.gov. Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Get Transcript ONLINE - Go to www.irs.gov. Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." The transcript displays online upon successful completion of the IRS's two-step authentication.
- Automated Telephone Request - 1-800-908-9946. The transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form - IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

- Check here if the student's **2017 IRS Tax Return Transcript** is provided.
- Check here if the student's **2017 IRS Tax Return Transcript** will be provided to the student's school later. Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.

2. TAX RETURN NON-FILERS

Instructions: Complete this section if the student will not file and is not required to file a 2017 income tax return with the IRS.

Check the box that applies:

- The student was not employed and had no income earned from work in 2017.
- The student was employed in 2017 and has listed below the names of all the student's employers, the amount earned from each employer in 2017, and whether an IRS W-2 form is provided. [Provide copies of all 2017 IRS W-2 forms issued to the student by their employers.] *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Employer's Name	2017 Amount Earned	IRS W-2 Provided?
<i>Total Amount of Income Earned from Work</i>	\$	

D. Parent's Income Information to Be Verified

1. TAX RETURN FILERS—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.

Instructions: Complete this section if the student's parent(s) filed or will file a 2017 IRS income tax return(s). *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. In most cases, no further documentation is needed to verify 2017 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.*

Please Note: If the parents filed separate 2017 IRS income tax returns, the IRS DRT cannot be used and the 2017 IRS Tax Return Transcript(s) must be provided for each ~ see below.

Check the box that applies:

- The student's parent(s) has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2017 IRS income tax return information into the student's FAFSA.
- The student's parent(s) has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to transfer 2017 IRS income tax return information into the student's FAFSA.
- The student's parent(s) is/are unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and instead will provide the school a **2017 IRS Tax Return Transcript—not a photocopy of the income tax return.** *Please write the student's name and school ID number on the tax return transcript.*

A 2017 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by MAIL** - Go to www.irs.gov. Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript ONLINE** - Go to www.irs.gov. Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request** - 1-800-908-9946. The transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** - IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

- Check here if the student's parents' 2017 IRS Tax Return Transcript is provided.*
- Check here if the student's parents' 2017 IRS Tax Return Transcript will be provided to the student's school later.*
Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.

***If the parents filed separate 2017 IRS income tax returns, 2017 IRS Tax Return Transcripts must be provided for each.**

2. TAX RETURN NON-FILERS

Instructions: Complete this section if the student's parent(s) will not file and is not required to file a 2017 income tax return with the IRS.

Check the box that applies:

- Neither parent was employed, and neither had income earned from work in 2017.
- One or both parents were employed in 2017 and have listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form is provided. [Provide copies of all 2017 IRS W-2 forms issued to the parents by their employers.] *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Employer's Name	2017 Amount Earned	IRS W-2 Provided?
<i>Total Amount of Income Earned from Work**</i>	\$	

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2018 that indicates a 2017 IRS income tax return was not filed with the IRS or other relevant tax authority. A **Verification of Non-filing can be obtained from the IRS online or by using IRS Form 4506-T and checking box 7.

- _____ Check here if *Verification of Non-filing* is provided.
- _____ Check here if *Verification of Non-filing* will be provided later.

Student's Name: _____ SSN: _____

E. 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 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, 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. If you have any questions, please call 724-946-7102.*

**PLEASE RETURN COMPLETED FORM AND REQUIRED DOCUMENTS TO:
WESTMINSTER COLLEGE
OFFICE OF FINANCIAL AID
319 SOUTH MARKET STREET
NEW WILMINGTON, PA 16172-0001**