

## 2018-2019 Verification Worksheet Dependent Student

Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected by the Department of Education for review in a process called Verification. Federal law requires the Office of Financial Aid to confirm the information you and your parents reported on your FAFSA before awarding federal student aid. To verify that you provided correct information, we will compare your FAFSA with the information on this worksheet and any other required documents. We may ask for additional information. If there are differences, your FAFSA may need to be corrected.

You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the materials to the Office of Financial Aid. If you have questions about Verification, contact our office as soon as possible so your financial aid will not be delayed.

**Please be sure to complete every field on this form; use 'N/A' or enter a '0' as necessary.**

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### DEPENDENT STUDENT INFORMATION

Student's Full Name: \_\_\_\_\_ Dickinson ID: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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### DEPENDENT STUDENT'S FAMILY INFORMATION

On the following page, list 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 currently live with your parent(s), 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) 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 you need additional space, attach a separate page with the student's name and Dickinson ID at the top.*

Full Name	Age	Relationship to Student	College 2018-2019	Will be enrolled at least half time?
<i>Cameron Smith (example)</i>	<i>17</i>	<i>Sibling</i>	<i>Hometown University</i>	<i>Yes</i>
		<b>Self</b>		

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## INCOME VERIFICATION

- If 2016 federal tax returns have been or will be filed, signed copies of the completed return must be sent to the Office of Financial Aid. Please include all federal schedules and W-2 forms.
- If you and your parent(s) used the IRS Data Retrieval Tool when completing or updating your FAFSA, and you did not make any changes to the information imported, a 2016 Tax Return Transcript is not required.
- If you and your parent(s) were unable to use the IRS Data Retrieval Tool, or you made changes to the imported data, you must submit a 2016 IRS Tax Return Transcript. To obtain the transcript, visit [www.irs.gov](http://www.irs.gov) and select "Get My Tax Record," and then "Get Transcript Online." Alternatively, you may request a Tax Return Transcript by submitting IRS Form 4506-T, or calling 1-800-908-9946.
- Any parent who did not file a 2016 IRS income tax return is required to submit a "Verification of Nonfiling Letter" from the IRS. The letter may be obtained online at [www.irs.gov](http://www.irs.gov), or by mailing Form 4506-T (select Box 7) to the IRS. **The letter must be dated on or after October 1, 2017.**
- Contact us if you have filed an **amended** 2016 federal income tax return, were granted an extension and have not filed your 2016 return, or if you were the victim of identity theft.

## STUDENT'S TAX FORMS AND INCOME INFORMATION

Check only one box below.

- Check here if you are attaching a signed copy of your 2016 tax return. You must either have used the IRS Data Retrieval Tool (DRT) to complete or update the FAFSA, or request an IRS Tax Return Transcript.
- Check here if you had NO earnings from work, will not file, and are not required to file a 2016 U.S. federal income tax return.
- Check here if you HAD earnings from work, will not file, and are not required to file a 2016 U.S. federal income tax return. Please complete the earnings box on the next page.

If you did not file and are not required to file a 2016 federal income tax return, but had some earnings, list below your employer(s) and any income received in 2016. (Use your W-2(s) or other earnings statements, if available.)

Source of Income	IRS W-2 provided?	2016 Earnings
<i>(Example) Dickinson College</i>	Yes	\$1,500.00
Total Income Earned		\$

**PARENT’S TAX FORMS AND INCOME INFORMATION**

Check only one box below.

- Check here if you are attaching a signed copy of your parent(s)' 2016 tax return. They must either have used the IRS Data Retrieval Tool (DRT) to complete or update the FAFSA, or request an IRS Tax Return Transcript.
- Check here if your parent(s) had NO earnings from work, will not file, and are not required to file a 2016 U.S. federal income tax return. You must submit a Verification of Nonfiling Letter from the IRS.
- Check here if your parent(s) HAD earnings from work, will not file, and are not required to file a 2016 U.S. federal income tax return. Please complete the earnings box below. You must submit a Verification of Nonfiling Letter from the IRS.

If your parent(s) did not file and are not required to file a 2016 federal income tax return, but had some earnings, list below their employer(s) and any income received in 2016. (Use their W-2(s) or other earnings statements, if available.)

Source of Income	IRS W-2 provided?	2016 Earnings
<i>(Example) Carlisle Area School District</i>	Yes	\$3,500.00
Total Income Earned		\$

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## ACKNOWLEDGEMENT

Each person signing this form certifies that all the information reported on it is complete and correct. The student and at least one parent must sign and date.

**WARNING:** If you receive federal student aid based on incorrect or fraudulent information, you will have to pay it back. You may also have to pay fines and fees. If you purposely provide false or misleading information on the FAFSA, you may be fined up to \$20,000, sent to prison, or both.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_