

## Suffolk University

• Office of Student Financial Services • 73 Tremont Street • Boston, MA 02108  
617-573-8470 • 617-720-3579 (fax)

### 2018-2019 Verification Worksheet for a Dependent Student

Student's Name \_\_\_\_\_ Student ID \_\_\_\_\_

Your application was selected by the U.S. Department of Education for review in a process called "Verification." **Verification must be completed before your financial aid can be finalized and before any aid can be credited to your student account.** In order to verify the information you submitted on the FAFSA, please complete this form.

#### Step One: Household Information:

On table below list members of *your parent(s)*' household. Include the following:

- ✓ yourself
- ✓ your parent(s)
  - If biological parents are divorced/separated, list custodial parent. **If custodial parent has remarried, include your stepparent on the list.** Also include all stepsiblings who meet the criteria listed below. *Do not include non-custodial parent's information.*
  - If both legal (biological or adoptive) parents live together, regardless of marital status or gender, include both parents on the list.
- ✓ **your parents' other children**, if (a) your parents will provide more than half of their support from July 1, 2018 through June 30, 2019, or (b) the children would be required to provide parental information if they were completing the FAFSA for 2018-19. 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 July 1, 2018 through June 30, 2019.

*\*If biological parents are divorced/ separated, please list the custodial parent. If custodial parent has remarried, please include stepparent and all stepsiblings who meet the criteria listed above.*

**Table for Household Information**

<i>Full Name</i>	<i>Age</i>	<i>Date of birth</i>	<i>Relationship to student</i>	<i>College attending 2018-19 (must be enrolled at least half-time in a degree, diploma or certificate program any time between 7/1/18-6/30/19)</i>

## Step Two: Tax/Income Information:

The recommended and easiest way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web at [www.fafsa.gov](http://www.fafsa.gov).

If you are unable to utilize the IRS Data Retrieval tool on the FAFSA, please submit a 2016 Tax Return Transcript available at <https://www.irs.gov/individuals/get-transcript>.

**Do NOT submit copies of student/parent(s) 2016 federal tax returns (1040, 1040A or EZ) to the Office of Student Financial Services. Our office is prohibited from accepting copies of 2016 federal tax returns, except in limited circumstances, and only when specifically requested by the counselor.**

### ➤ Student's 2016 Tax/Income Information, check one option:

\_\_\_ Student filed a 2016 federal tax return with the IRS. I have utilized the IRS Data Retrieval Tool at [www.fafsa.gov](http://www.fafsa.gov) or I will submit a 2016 Tax Return Transcript.

\_\_\_ Student did not file a 2016 federal tax return. If student did not file, **please check the appropriate box below to verify wages earned in 2016.**

\_\_\_ I did not work in 2016 and had no wages.

\_\_\_ I worked in 2016, my wage information is reported below and I have attached all 2016 W2 forms.

Employer's Name	Amount earned in 2016, attach W2 form(s)

\_\_\_ **Other** If student was granted a 2016 tax filing extension and still has not filed, is a victim of IRS identity theft or filed a non-IRS (foreign) Income tax return, please contact the office for appropriate worksheet and further instructions.

### ➤ Parent 2016 Tax/Income Information, check one option:

\_\_\_ Parent(s) filed a 2016 federal tax return with the IRS. Parents have utilized the IRS Data Retrieval Tool at [www.fafsa.gov](http://www.fafsa.gov) or will submit a 2016 Tax Return Transcript.

\_\_\_ Parent(s) did not file a 2016 federal tax return. Parent(s) must request a 'Verification of Non-filing Letter' from the IRS, attesting that parent(s) did not file a 2016 IRS income tax return. Request the 'Verification of Non-filing Letter' at [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript) or by completing IRS Form 4506-T, [www.irs.gov/pub/irs-pdf/f4506t.pdf](http://www.irs.gov/pub/irs-pdf/f4506t.pdf). If you use Form 4506-T, make sure you check box 7 and mail/fax the form to the appropriate address/number.

**If parent did not file, please check the appropriate box below to verify wages earned in 2016.**

\_\_\_ I did not work in 2016 and had no wages.

\_\_\_ I worked in 2016, my wage information is reported below and I have attached all 2016 W2 forms.

Employer's Name	Amount earned in 2016, attach W2 form(s)

\_\_\_ **Other** If parent was granted a 2016 tax filing extension and still has not filed, is a victim of IRS identity theft or filed a non-IRS (foreign) Income tax return, please contact the office for appropriate worksheet and further instructions.

## Step Three: Signatures

I/we certify that the information contained on this verification worksheet is accurate and true to the best of my/our knowledge.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

*Student must sign, electronic signature is not acceptable.*

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

*Parent must sign, electronic signature is not acceptable.*