

Suffolk University

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

2019-2020 Verification Worksheet for an Independent 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 Member Information

As an 'Independent Student' please include the following on the table below:

- Yourself (we have already included you on the table below. Please just indicate your age.)
- Also include:
- Your spouse, if you are married.
 - Your children if you will provide at least 50% of their support from July 1, 2019 to June 30, 2020.
 - Other individuals who now live with you and receive at least 50% of their support from you and will continue to receive support through June 30, 2020.

Table for Household Member Information

<i>Full Name</i>	<i>Age</i>	<i>Relationship to the student</i>	<i>Will this household member attend college during 2019-2020? Answer YES or NO (Student must be enrolled at least half-time in a degree, diploma or certificate program any time between 7/1/19-6/30/20.)</i>	<i>List the name of the College/University this household member will attend during 2019-20.</i>
<i>You, the SU student</i>		<i>Self</i>	<i>Yes</i>	<i>Suffolk University</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.

If you are unable to utilize the IRS Data Retrieval tool on the FAFSA, please submit a signed copy of your 2017 federal tax return (1040, 1040A or 1040EZ).

➤ **Student's 2017 Tax/Income Information. Complete appropriate option(s) below.**
(Note, if student is married, 2017 income data must be submitted for both student and spouse.)

Option 1 **I (student/spouse) filed a 2017 federal tax return with the IRS.** I have utilized the IRS Data Retrieval Tool or will submit a signed 2017 federal tax return (1040, 1040A or 1040EZ).

Option 2 **I (student) did not file a 2017 federal tax return. Complete the following two items.**

(1) Request a 'Verification of Non-filing Letter' from the IRS, to certify a 2017 IRS income tax return was not filed. Request the 'Verification of Non-filing Letter' at www.irs.gov/individuals/get-transcript.

**** If student is unable to obtain a Verification of Non-Filing letter from the IRS, contact this office for further instructions.**

(2) Check the appropriate box below to verify wages earned in 2017, if any.

I did not work in 2017 and had no wages.

I worked in 2017, my wage information is reported below and I have attached all 2017 W2 forms.

Employer's Name	Amount earned in 2017, attach W2 form(s)

Option 2 if married **I (spouse) did not file a 2017 federal tax return. Complete the following two items.**

(1) Request a 'Verification of Non-filing Letter' from the IRS, to certify a 2017 IRS income tax return was not filed. Request the 'Verification of Non-filing Letter' at www.irs.gov/individuals/get-transcript.

**** If spouse is unable to obtain a Verification of Non-Filing letter from the IRS, contact this office for further instructions.**

(2) Check the appropriate box below to verify wages earned in 2017, if any.

Spouse did not work in 2017 and had no wages.

Spouse worked in 2017, report wage information below and attach all 2017 W2 forms.

Employer's Name	Amount earned in 2017, attach W2 form(s)

Option 3 **Other.** If student/spouse was granted a 2017 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 certify that the information contained on this verification worksheet is accurate and true to the best of my knowledge.

Student Signature

Date

Spouse's Signature

Date

(Both student and spouse must sign if married, electronic signature is not acceptable.)