

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 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** (We have already included you on the table below. Please just indicate your age.)
- ✓ **Your parent(s), read below for clarification:**
 - If both legal (biological or adoptive) parents live together, regardless of marital status or gender, include both parents on the list.
 - 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.**
- ✓ **Your parents' other children**, if (a) your parents will provide more than half of their support from July 1, 2019 through June 30, 2020, or (b) the children would be required to provide parental information if they were completing the FAFSA for 2019-20. 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, 2019 through June 30, 2020.

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

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 2019-20? 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, check one option:

___ Student filed a 2017 federal tax return with the IRS. I have utilized the IRS Data Retrieval Tool at www.fafsa.gov or will submit a signed copy of my 2017 federal tax return (1040, 1040A or 1040EZ).

___ Student did not file a 2017 federal tax return. **If student did not file, please check the appropriate box below to verify wages earned in 2017.**

___ 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)

___ **Other** If student 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.

➤ Parent 2017 Tax/Income Information, check one option:

___ Parent(s) filed a 2017 federal tax return with the IRS. Parents have utilized the IRS Data Retrieval Tool at www.fafsa.gov or will submit a signed copy of 2017 federal tax return (1040, 1040A or 1040EZ).

___ Parent(s) did not file a 2017 federal tax return. If a two parent family, both parent(s) must request a 'Verification of Non-filing Letter' from the IRS, attesting that parent(s) did not file a 2017 IRS income tax return. Request the 'Verification of Non-filing Letter' at www.irs.gov/individuals/get-transcript.

**** If Parent(s) are unable to obtain a Verification of Non-Filing letter from the IRS, contact this office for instructions.**

If parent did not file, please check the appropriate box below to verify wages earned in 2017.

*** If a two parent family, report wages for both parents.**

___ Parent(s) did not work in 2017 and had no wages.

___ Parent(s) worked in 2017, report wage information and attach all 2017 W2 forms.

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

___ **Other** If parent 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/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.