

## Suffolk University

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

### 2020-2021 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, 2020 through June 30, 2021, or (b) the children would be required to provide parental information if they were completing the FAFSA for 2020-21. 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, 2020 through June 30, 2021.

**\*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.**

#### Household Member Information

Full Name	Age	Relationship to the student	Will this household member attend college during 2020-2021? <i>Answer YES or NO</i> (Household member must be enrolled at least half-time in a degree, diploma or certificate program any time between 7/1/20-6/30/21.)	List the name of the College/University this household member will attend during 2020-21.
<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 which 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 signed copy of your 2018 federal tax return 1040. Please also submit Schedules 1, 2 and 3 if these schedules were filed with your 1040.**

### ➤ Student's 2018 Tax/Income Information, check one option:

\_\_\_\_ **Student filed a 2018 federal tax return with the IRS.** I have utilized the IRS Data Retrieval Tool at [www.fafsa.gov](http://www.fafsa.gov) or will submit a signed copy of my 2018 federal tax return 1040 and Schedules 1, 2 and 3 if applicable.

\_\_\_\_ **Student did not file a 2018 federal tax return. If student did not file, please check the appropriate box below to verify wages earned in 2018.**

\_\_\_\_ I did not work in 2018 and had no wages.

\_\_\_\_ I worked in 2018, my wage information is reported below and I have attached all 2018 W2 forms.

Employer's Name	Amount earned in 2018, attach W2 form(s)

\_\_\_\_ **Other** If student was granted a 2018 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 2018 Tax/Income Information, check one option:

\_\_\_\_ **Parent(s) filed a 2018 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 signed copy of 2018 federal tax return 1040 and Schedules 1, 2 and 3 if applicable.

\_\_\_\_ **Parent(s) did not file a 2018 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 2018 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(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 2018.**

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

\_\_\_\_ Parent(s) did not work in 2018 and had no wages.

\_\_\_\_ Parent(s) worked in 2018, report wage information and attach all 2018 W2 forms.

Employer's Name	Amount earned in 2018, attach W2 form(s)

\_\_\_\_ **Other** If parent was granted a 2018 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.*