

## Suffolk University

• Office of Student Financial Services • 73 Tremont Street • Boston, MA 02108  
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### 2020-2021 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, 2020 to June 30, 2021.
- 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, 2021.**

**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 2020-2021? Answer YES or NO (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.)</i>	<i>List the name of the College/University this household member will attend during 2020-21.</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 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. You must also submit Schedules 1, 2 and 3 if these schedules were filed with your 1040.

Are you (the student) married? \_\_\_\_\_ YES \_\_\_\_\_ NO (Note, if student is married, 2018 income data must be submitted for both student and spouse.)

### 2018 Tax/Income Information. Complete appropriate option(s) below.

STUDENT: (select one option)

- **Option 1** \_\_\_\_\_ I (student) filed a 2018 federal tax return with the IRS. I have utilized the IRS Data Retrieval Tool or will submit a signed 2018 federal tax return 1040 and Schedules 1, 2 and 3 if applicable.
- **Option 2** \_\_\_\_\_ I (student) did not file a 2018 federal tax return. Complete the following two items.
- (1) Request a 'Verification of Non-filing Letter' from the IRS, to certify a 2018 IRS income tax return was not filed. 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 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 2018, if any.
- \_\_\_\_\_ 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)

SPOUSE: (select one option)

- **Option 1** \_\_\_\_\_ I (spouse) filed a 2018 federal tax return with the IRS. I have utilized the IRS Data Retrieval Tool or will submit a signed 2018 federal tax return 1040 and Schedules 1, 2 and 3 if applicable.
- **Option 2** \_\_\_\_\_ I (spouse) did not file a 2018 federal tax return. Complete the following two items.
- (1) Request a 'Verification of Non-filing Letter' from the IRS, to certify a 2018 IRS income tax return was not filed. 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 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 2018, if any.
- \_\_\_\_\_ Spouse did not work in 2018 and had no wages.
- \_\_\_\_\_ Spouse worked in 2018, report wage information below and attach all 2018 W2 forms.

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

## 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.)