

**2020-2021 DEPENDENT VERIFICATION WORKSHEET**

Your application was selected for verification by the federal processor or Southern Connecticut State University’s Office of Financial Aid and Scholarships. This process requires confirmation of the information you reported on the FAFSA, the number of people in the household and the number of those in college.

**Student ID Number** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**Last Name** \_\_\_\_\_ **First Name** \_\_\_\_\_ **M.I.** \_\_\_\_\_

Number of Household Members: List below the people in the parents’ household. Include:

- The student.
- The parents (including stepparent) even if the student doesn’t live with the parents. If your legal parents do not live together, provide parental information for the parent with whom you live.
  - If the parent with whom you live is married/remarried, you must include their spouse’s information.
- The parents’ other children if the parents will provide more than half of the children’s support from July 1, 2020, through June 30, 2021, or if the other children would be required to provide parental information if they were completing a FAFSA for 2020–2021. Include children who meet either of these standards, even if a child does not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other person’s support, and will continue to provide more than half of that person’s support through June 30, 2021.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</i>	Southern CT State University	

**Required signatures:**

By signing below, we certify that all information reported on this worksheet is complete and correct. We understand that additional information may be requested by the Office of Financial Aid and Scholarships, and failure to provide information will cause processing delays. The student and at least one parent must sign this worksheet. **Electronic signatures are not accepted.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Required)

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Required)

Warning: If you purposely give false or misleading information and/or fraudulently sign this worksheet, you may be fined, sentenced to jail or both. In addition, you will forfeit institutional aid eligibility.

**Continues on the next page:**

**Dependent Student’s Income Information – Complete either Part 1 or Part 2**

**Part 1: Complete this section if the student filed or will file a 2018 IRS income tax return(s).** *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov).*

**Check the box that applies:**

- The student has used the IRS DRT on the FAFSA to successfully transfer their 2018 IRS income tax information.
- The student has not yet used the IRS DRT but will use the tool to transfer 2018 IRS income tax information.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and will provide the institution with a **2018 IRS Tax Return Transcript or a signed copy of the 2018 Federal income tax return and applicable schedules.**

**A 2018 IRS Tax Return Transcript** may be obtained through:

- **Get Transcript by Mail** – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS’s receipt of the online request.
- **Get Transcript Online** – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user’s name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS’s two-step authentication.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS’s receipt of the paper request form.

\_\_\_\_\_ Check here if a **2018 IRS Tax Return Transcript or a signed copy of the 2018 income tax return** is provided.

\_\_\_\_\_ Check here if a **2018 IRS Tax Return Transcript or a signed copy of the 2018 income tax return** will be provided later.

**Part 2: Complete this section if the student will not file and is not required to file a 2018 IRS income tax return.**

**Check the box that applies:**

- The student was not employed and had no income earned from work in 2018.
- The student was employed in 2018 and has listed below the names of all employers, the amount earned from each employer in 2018, and whether an IRS W-2 form or an equivalent document is provided. List every employer even if the employer did not issue an IRS W-2 form.

Employer’s Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2018
<i>(Example) ABC’s Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2019 that indicates a 2018 IRS income tax return was not filed with the IRS or other relevant tax authority, or a signed statement certifying that the individual attempted to obtain confirmation of nonfiling from the IRS or other relevant tax authority and was unable to obtain the required documentation.

\_\_\_\_\_ Check here if confirmation of nonfiling or a signed statement is provided.

\_\_\_\_\_ Check here if confirmation of nonfiling or a signed statement will be provided later.

**Parent Income Information – Complete either Part 1 or Part 2**

**Part 1: Complete this section if the student’s parent(s) filed or will file a 2018 IRS income tax return(s).**

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

**Check the box that applies:**

- The parents have used the IRS DRT on the FAFSA to successfully transfer 2018 IRS income tax information.
- The parents have not yet used the IRS DRT but will use the tool to transfer 2018 IRS income tax information.
- The parents are unable or choose not to use the IRS DRT in FAFSA on the Web, and instead will provide the institution with a **2018 IRS Tax Return Transcript(s) or a signed copy of the 2018 income tax return(s) and applicable schedules.**

**A 2018 IRS Tax Return Transcript** may be obtained through:

- **Get Transcript by Mail** – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS’s receipt of the online request.
- **Get Transcript Online** – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user’s name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS’s two-step authentication.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS’s receipt of the paper request form.

If the parents filed separate 2018 IRS income tax returns, the IRS DRT cannot be used and the 2018 IRS Tax Return Transcript(s) or a signed copy of the 2018 income tax return and applicable schedules must be provided for each.

\_\_\_\_\_ Check here if a **2018 IRS Tax Return Transcript(s) or a signed copy of the 2018 income tax return(s)** is provided.

\_\_\_\_\_ Check here if a **2018 IRS Tax Return Transcript(s) or a signed copy of the 2018 income tax return(s)** will be provided later.

**Part 2: Complete this section if the student’s parent(s) will not file and is not required to file a 2018 IRS income tax return.**

**Check the box that applies:**

- Neither parent was employed, and neither had income earned from work in 2018.
- One or both parents were employed in 2018 and have listed below the names of all employers, the amount earned from each employer in 2018, and whether an IRS W-2 form or an equivalent document is provided. List every employer even if the employer did not issue an IRS W-2 form.

Employer’s Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2018
<i>(Example) ABC’s Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2019 that indicates a 2018 IRS income tax return was not filed with the IRS or other relevant tax authority.

\_\_\_\_\_ Check here if confirmation of nonfiling or a signed statement is provided.

\_\_\_\_\_ Check here if confirmation of nonfiling or a signed statement will be provided later.