

Office of Financial Aid

1200 North DuPont Highway
 Dover, DE 19901
 302.857-6250
 302.857.6251 (fax)
 email: finaiddocs@desu.edu
 website: desu.edu/financialaid



Full Name _____

ID Number _____

Verification Worksheet

Your FAFSA (Free Application for Federal Student Aid) application has been selected for a review process called verification. In this process, Delaware State University (DSU) will compare your FAFSA with the information on this worksheet.

By law, we have the right to ask you for this information before awarding any federal financial aid. If there are differences between your FAFSA application and the required verification documents, your FAFSA will be corrected by the DSU Office of Financial Aid.

Submit this completed worksheet to DSU's Office of Financial Aid. **Make sure you submit all necessary documentation together with your Name and Identification number are at the top of each page, check all of the items submitted in Step Number 2, and place your (student) name and Identification number on the top of this document. Dependent students — Include your FEDERAL IRS TAX RETURN TRANSCRIPTS (if required to in steps 4 and 5) and W2s for any wages earned from work in 2015 for you and your parent/s. Independent students — Include your FEDERAL IRS TAX RETURN TRANSCRIPTS (if required to in steps 5 and 6) and W2s for any wages earned from work in 2015 for you and your spouse (if you are married).**

Keep in mind that all questions must be answered and all appropriate documentation must be submitted by the priority deadline of April 30, 2017. Incomplete verification worksheets and no supporting documentation will delay the processing of your award package. After all documentation is present and this application is completed, you can submit your documentation to the Office of Financial Aid at DSU.

Step 1-Student Information

D

Last Name _____ First Name _____ Identification Number _____

SS# _____ Date of Birth _____ Home Phone (include area code) _____ Cell Phone (include area code) _____

Permanent Mailing Address (include Apt #) _____ City _____ State _____ Zip _____

Personal Email Address _____ Institutional Email Address _____

Step 2-Family Information

Dependent Students enrolled at least HALF TIME, Include:

- Yourself and your parent(s) - include step parents
- Your parent(s)' other dependent children if your parent(s) will provide more than 1/2 of their support from 07/01/15 - 06/31/16, or the children would be required to provide parental information when completing the FAFSA
- Other people who currently live in your parent(s) household and your parent(s) will provide more than 1/2 of their support from 07/01/15 - 06/31/16

Independent Students enrolled at least HALF TIME, Include

- Yourself and your spouse (if you are married)
- Your children if you will provide more than 1/2 of their support from 07/01/15 - 06/31/16
- Other people who currently live in your household and you will provide more than 1/2 of their support from 07/01/15 - 06/31/16 **(To be independent, you must be able to answer "YES" to at least one FAFSA dependency status questions.)**

FULL NAME	AGE	RELATIONSHIP	COLLEGE/UNIVERSITY	WILL BE ENROLLED AT LEAST HALF TIME (YES or NO)
		Self	Delaware State University	Yes

Step 3-Requesting Your IRS Tax Transcripts

If you did not use the DRT (IRS Data Retrieval Tool) and you are eligible to do so, you may do so now by returning to www.fafsa.gov. Select Make Correction. Choose 2017-18 FAFSA. Click on Financial Information tab. Select Already Completed from drop down box. Enter Parent FSA ID and click on Link to IRS. Continue to IRS.gov site. Enter Info as requested and submit. Click on box under "Transfer My Tax Information into the FAFSA." Then click Transfer Now. Remember to electronically sign and submit the FAFSA again. Otherwise, submit 2015 Federal Tax Return Transcripts for both legal parents regardless of marital status or gender if they live together, and student if the student is a dependent student, and submit 2015 Federal Tax Return Transcripts for student and spouse, if the student is an independent student. Per federal regulations, we can no longer accept copies of the Federal tax return for verification purposes. **Please refer to the IRS Tax Return Transcript and IRS Record of Account Request Process, call 1-800-908-9946 or visit <http://www.irs.gov/Individuals/Get-Transcript> to request a return transcript free of charge.**

If you and/or your parent or parents were not required to file a 2015 U.S. Income Tax Return, submit copies of all W-2 forms for both you and /or your parent or parents. If a W-2 is not available, please call the IRS at 1-800-908-9946 to request a W-2 Wage Summary.

Did you or your parents/guardians use the IRS Data Retrieval Tool when the 2017-2018 FAFSA was completed?

Yes

Did you or your parents/guardians **NOT** use the IRS Data Retrieval Tool when the 2017-2018 FAFSA was completed?

Yes

Step 4-Student Yearly Income - 2015

Were you required to file a 2015 Federal Income Tax Return?

YES, Attach a signed copy of your 2015 FEDERAL IRS TAX TRANSCRIPTS and W2s, then continue to STEP 4.

NO, Complete the table below and attach copies of all 2015 W2 forms, continue to STEP 4.

Employer's Name for Student, Spouse, or Parent	Amount Earned	IRS W2 Provided?	Parent, Student or Spouse
Suzy's Auto Body Shop (example)	\$2,000.00	Yes	parent

Step 5-Parent or Spouse Yearly Income - 2015

Were your parent(s) required to file a 2015 Federal Income Tax Return?

YES, Attach a signed copy of your 2015 FEDERAL IRS TAX TRANSCRIPTS and W2s, then continue to STEP 5.

NO, Complete the table below and attach copies of all 2015 W2 forms, continue to STEP 5.

Employer's Name for Student, Spouse, or Parent	Amount Earned	IRS W2 Provided?	Parent, Student or Spouse
Suzy's Auto Body Shop (example)	\$2,000.00	Yes	parent

Step 6-Additional Financial Information - 2015

All information reported is for the entire **year** of 2015. **DO NOT LEAVE ANY QUESTIONS BLANK.** Enter "N/A" if the question does not apply to you. If any additional information will not fit within the spaces provided, be sure to include it on a separate sheet of paper.

STUDENT	TYPE OF UNTAXED INCOME	PARENT
\$	Taxable earnings from Federal Work Study	\$
\$	Student grant, scholarship and fellowships reported to the IRS in your adjusted gross income, including AmeriCorps.	\$
\$	Child support received for all children. DO NOT Include adoption or foster care payments	\$
\$	Housing, food and other living allowances paid to members of military, clergy and others (including cash payments and cash value of benefits). Exclude the value of on-base housing or the value of a basic military allowance for housing.	\$
\$	Veterans non-educational benefits (Disability, Pension, DIC, etc.)	\$
\$	Other untaxed income, such as Workers' Compensation. Exclude student aid, earned income credit, additional child tax credit, welfare, untaxed Social Security, SSI, combat pay, flexible spending accounts, foreign income exclusion or credit for federal tax on special fuels	\$
\$	Money received, or paid on your behalf (e.g. bills), not reported elsewhere on this form. If you received monetary or financial support from others in 2015, you <u>must</u> report it here.	

Step 7-Certification

I certify that all information reported is complete and correct to the best of my ability, and that I have attached relevant documentation, if applicable. I understand that any false statement or misrepresentation will be cause for denial, reduction, withdrawal, and/or repayment of financial aid and may subject the financial aid recipient to be fined, imprisoned, or both under provision of the U.S. Criminal Code.

Signature of Student

Date

Signature of Parent /Spouse

Date