



2018-2019 Non Filers Verification Form

Your FAFSA 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 copies of W2s for any wages earned from work in 2016 for you and your parent(s). Independent students – Include copies of W2s for any wages earned from work in 2016 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, 2018. 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.

No financial aid decision will be made unless all required steps are complete, all required information is accurate and all eligibility requirements are met. Please forward all required documents via mail or fax, reference the contact information below.

For Assistance Contact the Financial Aid Office at: 1200 North DuPont Highway; Dover, DE 19901
302.857.6250 / 302.857.6251 (Fax) **Website:** desu.edu/financialaid

Step 1-Student Information

Name:		DSU Student Identification #:
Address:		Date of Birth: / /
City/State/ Zip:		Personal Email Address:
Home Phone Number:	Cell Phone Number:	DSU Email Address:

Step 2- List the people in your household

Independent Students: Include yourself (and your spouse if married), and your children and other people who live with you and for whom you will provide more than half of their support from July 1, 2018 through June 30, 2019.

Dependent Students: List the people in your parent(s) household, including yourself, your parent(s) even if you don't live with your parents, and other people who live with your parents and for whom your parents will provide more than half of their support from July 1, 2018 through June 30, 2019.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Full Name	Age	Relationship	College	Will be enrolled at least half time
<i>Jane Doe (Example)</i>	<i>18</i>	<i>Sister</i>	<i>Central College</i>	<i>Yes</i>
		Self	Delaware State University	



Name

ID Number

Step 3 — Verification of Non Filing Status

If you are independent, please submit a letter verifying your (with spouse/if married) non-filing status with the Internal Revenue Service (IRS) for 2016. If you are dependent, please submit a letter verifying yours and your parent(s) non-filing status with the Internal Revenue Service (IRS) for 2016. This letter must include your name, identification number, and must be signed and dated. Keep in mind, if the Office of Financial Aid at Delaware State University questions any of your claims of non filing status with the Internal Revenue Service (IRS), then the Office of Financial Aid at DSU may require you to submit a "Verification of Non-filing" from the IRS which verifies that you did not file a 2016 IRS income tax return. The request for "Verification of Non-filing" can be obtained by using IRS Form 4506-T and checking box #7.

IMPORTANT: According to the IRS, a response to the request for a "Verification of Non-filing" for the 2016 tax year may not

Step 4 —Yearly Income 2016

All information reported is for the entire **year** of 2016. **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. If you receive any of the income listed below, please be sure to include any award letters or vouchers from your current state. If you were not required to file taxes but were employed during calendar year of 2016, please list it below.

Source of Income	List the Amount Received in 2016	Was the IRS W-2 Provided?	Please state Parent, Student or Spouse
<i>Body & Soul Gym (Example)</i>	\$2,000 (Example)	Yes	Parent

UNTAXED 2016 INCOME			
Income/Resources (List Current Monthly Amounts)	Example	Student's 2016 Income Amounts	Parent/Spouse's 2016 Income Amounts
Income from work (gross amount)	\$25,000		
Unemployment or disability			
Child Support Received	\$20,000		
Social Security Benefits			
TANF or Public Assistance			
Subsidized housing income			
Veteran Benefits (Non-educational)	\$5,000		
Support from relatives/friends			



Name

ID Number

Step 4 —Yearly Expenses

Yearly Expenses (List Current Monthly Amounts)	Student	Parent/Spouse
Utilities (Gas, Water, Cable, Electric, Cell , Landline, Internet)	\$	\$
Food Expense (Not Food Stamps)	\$	\$
Rent/Mortgage	\$	\$
Trash Removal	\$	\$
Auto Payment/Auto Insurance	\$	\$

Step 5-Explanation of Yearly Income and Expenses

Step 6 - Certification and Signatures

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.

Student's Signature / Date

Parent / Spouse Signature / Date