



1200 North DuPont Highway; Dover, DE 19901  
302.857.6250 / 302.857.6251 (Fax)

## 2018-2019 Verification Worksheet

Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected for a process called verification. Before awarding Federal Student Aid, the Office of Financial Aid will ask you to confirm the information you and your parents reported on the FAFSA. To verify that you provided correct information, we will compare your FAFSA data with the information on this worksheet and/or any other required documents. If there are differences, your FAFSA information may need to be corrected. You and your parent(s), whose information was reported on the FAFSA, must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Office of Financial Aid. Note that we may request additional information. If you have questions about verification, contact the Office of Financial Aid as soon as possible so that your financial aid will not be delayed.

### Independent Definition:

A student born before January 1, 1995, married, active duty or a veteran of the Armed Forces, an orphan or ward of the court, have a child(ren) who will receive more than half of their support from you, an emancipated minor determined by court, in legal guardianship determined by court, or who is homeless or at risk of becoming homeless determined by an official homeless liaison.

### Dependent Definition:

A student who does not meet any of the criteria of an Independent student. Please provide parental information.

## Step 1 - Student Information

Student Last Name	First Name	M.I.	DSU ID #
Street Address (include apt. no.)			Date of Birth
City	State	Zip Code	DSU Email Address
Home Phone Number (include area code)		Alternate or Cell Phone Number	

## Step 2 - Student Family Information

### 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.

Student Name: \_\_\_\_\_ DSU ID #: \_\_\_\_\_

**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 your parent has remarried, include your stepparent's information.
- If your parents are divorced/separated, do not list the non-custodial parent if s/he does not live in the household.
- Include children who are required to report your parent's information on the 2018-2019 FAFSA.
- Do not include older siblings (age 26 and over) that are not supported by your parent(s).

If any person listed below (excluding your parents) will be enrolled at least half-time in a degree or certificate program at a postsecondary educational institution any time between July 1, 2018 and June 30, 2019, list the name of the college.

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

Full Name	Age	Relationship to Student	College (only if applicable)	Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

**Step-3 – Student's Income Information To Be Verified**

**Important Note:** The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2016 or had a change in marital status after December 31, 2016.

**Instructions:** Complete this section if the student and spouse filed or will file a 2016 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.* In most cases, no further documentation is needed to verify 2016 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

**Check the box that applies (Only check one (1) box):**

- 1)  I, the student, **have filed or will file** a tax return for 2016.
  - You will need to request a copy of your Tax Return Transcript. **Do not submit a copy of your Federal Tax Return (IRS Form 1040 or 1040A/EZ).** You can request a Transcript by calling the IRS at 1-800-908-9946 or going online at <https://www.irs.gov/individuals/get-transcript>.
- 2)  I was not employed and did not earn income from work in 2016.
- 3)  I was employed but did not file a tax return in 2016. I have listed below my employer(s) and gross amount(s) earned. I have attached a copy(ies) of my 2016 Wage and Tax Statement(s) (Form W-2) or have submitted (or will submit) a copy separately. Attach a separate page if necessary (with student's name and DSU ID#).

If the student and spouse filed separate 2016 IRS income tax returns, the IRS DRT cannot be used and the 2016 IRS Tax Return Transcript(s) must be provided for each.

- \_\_\_\_ Check here if a 2016 IRS Tax Return Transcript(s) is provided.
- \_\_\_\_ Check here if a 2016 IRS Tax Return Transcript(s) will be provided later.



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\*\*\*\*\***IMPORTANT: Only complete the below table, if you selected option 3**\*\*\*\*\*

Employer's Name	2016 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

**Step 4 – Parent's Income Information To Be Verified** – Note: If two parents were reported in Step-2 of this worksheet, the instructions and certifications below refer and apply to both parents.

**Check the box that applies (Only check one (1) box):**

- 1)  I (We), the parent(s) **have filed or will file** a tax return for 2016.
  - You will need to request a copy of your Tax Return Transcript. **Do not submit a copy of your Federal Tax Return (IRS Form 1040 or 1040A/EZ).** You can request a Transcript by calling the IRS at 1-800-908-9946 or going online at <https://www.irs.gov/individuals/get-transcript>.
- 2)  I was not employed and did not earn income from work in 2016.
- 3)  I was employed but did not file a tax return in 2016. I have listed below my employer(s) and gross amount(s) earned. I have attached a copy(ies) of my 2016 Wage and Tax Statement(s) (Form W-2) or have submitted (or will submit) a copy separately. Attach a separate page if necessary (with student's name and DSU ID#).

\*\*\*\*\***IMPORTANT: Only complete the below table, if you selected option 2 or 3. If so,** you will need to request a copy of your verification of non-filing letter. You can request a letter of non-filing by calling the IRS at 1-800-908-9946 or going online at <https://www.irs.gov/individuals/get-transcript>. \*\*\*\*\*

Employer's Name	2016 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

### **Step 5 – Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported on it and on accompanying documents is complete and correct.

The student and one parent must sign and date.

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date