

2019-2020 Verification Worksheet

Dependent Student – Tracking Group VI

Your 2019-2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information, the financial aid office at John A. Logan College will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the John A. Logan College Financial Aid Office. John A. Logan College may ask for additional information. If you have questions about verification, contact the Financial Aid Office at John A. Logan College as soon as possible so that your financial aid will not be delayed.

A. Dependent Student's Information

Student's Last Name Student's First Name Student's M.I.

Student's SSN or ID Number

Student's Street Address (include apt. no.)

Student's Date of Birth

City State Zip Code

Student's Email Address

Student's Home Phone Number (include area code)

Student's Alternate or Cell Phone Number

B. Dependent Student's Family Information

List below the people in your **parent(s)' household**. Include:

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2019, through June 30, 2020, or if the other children would be required to provide parental information if they were completing a FAFSA for 2019-2020. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2020. Additional documentation may be required to include them in the household.

Include the name of the college for any household member, excluding your parent(s), who will be enrolled **at least half time** in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2019, and June 30, 2020. *If more space is needed, attach 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
Missy Jones (example)	18	Sister	Central University	Yes
		Self		

Student Name: _____

Student ID Number: _____

C. Dependent Student's Income Information to Be Verified

- 1. TAX RETURN FILERS - Important Note:** If the student filed, or will file, an amended 2017 IRS tax return, please let the financial aid office know as soon as possible.

Instructions: Complete this section if the student filed or will file a 2017 income tax return with the IRS.

Check the box that applies:

- ☐ The student has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2017 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information that was transferred in the verification process.*
- ☐ The student will submit to the school a **2017 IRS tax return transcript** – not a photocopy of your 1040, 1040A, or 1040EZ income tax return. *To obtain an IRS tax return transcript, go to www.irs.gov and click on the "Get My Tax Record" link, or call 1-800-908-9946. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript."*
- ☐ Check here if the student's 2017 IRS tax return transcript is attached to this worksheet.
- ☐ Check here if the student's 2017 IRS tax return transcript will be submitted to the student's school later.
Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.

- 2. TAX RETURN NONFILERS** – Complete this section if the student will not file and is not required to file a 2017 income tax return with the IRS.

Check the box that applies:

- ☐ The student was not employed and had no income earned from work in 2017.
- ☐ The student was employed in 2017 and has listed below the names of all the student's employers, the amount earned from each employer in 2017, and whether an IRS W-2 form is attached. Attach copies of all 2017 IRS W-2 forms issued to the student by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and ID number at the top.*

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2017
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

Student Name: _____

Student ID Number: _____

D. Parent's Income Information to Be Verified

Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents. *If the parents are married, and separate 2017 tax returns were filed, 2017 IRS tax return transcripts must be submitted for each parent.*

1. TAX RETURN FILERS

Important Note: If the student's parent(s), filed or will file, an amended 2017 IRS tax return, the student's financial aid administrator must be contacted before completing this section.

Instructions: Complete this section if the student's parent(s) filed or will file a 2017 income tax return with the IRS.

Check the box that applies:

- ☐ The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2017 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information transferred into the student's FAFSA to complete the verification process.*
- ☐ The parent will submit to the student's school a copy of the parent's **2017 IRS tax return transcript(s)**—not photocopies of 1040, 1040A, or 1040EZ income tax returns. *To obtain an IRS tax return transcript go to www.irs.gov and click on the "Get My tax Record" link, or call 1-800-908-9946. Make sure you order the "IRS tax return transcript" and not the "IRS tax account transcript." If the parents are married, and separate 2017 tax returns were filed, 2017 IRS tax return transcripts must be submitted for each parent.*
- ☐ Check here if a 2017 IRS tax return transcript(s) is attached to this worksheet.
- ☐ Check here if a 2017 IRS tax return transcript(s) will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.

2. TAX RETURN NONFILERS

Complete this section if the student's parent(s) will not file and is not required to file a 2017 income tax return with the IRS.

Check the box that applies:

- ☐ Neither parent was employed, nor neither had income earned from work in 2017.
- ☐ One or both parents were employed in 2017 and have listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form is attached. Attach copies of all 2017 IRS W-2 forms issued to the parent(s) by employer(s). *List every employer even if they did not issue an IRS W-2 form.*

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2017
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2018 that indicates a 2017 IRS income tax return was not filed with the IRS or other relevant tax authority.

- ☐ Check here if confirmation of non-filing is provided.
- ☐ Check here if confirmation of non-filing will be provided later. *Verification cannot be completed until the proper documentation has been submitted to the student's school.*

Student Name: _____

Student ID Number: _____

E. Certification and Signature

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

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **The student and one parent whose information is reported on the FAFSA must sign and date.**

Student's Signature

Date

Parent's Signature

Date

***Do not mail this worksheet to the U.S. Department of Education.
Submit this worksheet to the John A. Logan College Financial Aid Office.***

You should make a copy of this worksheet for your records.