

***2019-2020 Dependent Verification Worksheet***

**WHY YOU HAVE RECEIVED THIS FORM**

Your application was selected for review in a process called “verification”. In this verification process, we will be comparing information from your FAFSA with copies of you and your parents’ 2017 federal tax return transcripts, or with W-2 forms or other financial documents. Federal regulations require us to collect this information before disbursing federal aid. If there are differences between your FAFSA and the verification documents, we will make the corrections and send the required changes electronically to the federal student aid processor to have your information reprocessed.

**Student Information**

Last Four of Social Security # \_\_\_\_\_ Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_  
 Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 (include apt. no.)  
 Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Family Information**

Parent(s)/Stepparent(s) **current** Marital status:  Married/Remarried  Never Married  Divorced  Separated  Widowed  
 Unmarried and Both Parents Living Together

- **Please list the Month and year PARENTS were married/remarried, separated, divorced, or widowed \_\_\_\_/\_\_\_\_**

List the people in your **Parent’s household** including:

- **Yourselves**, even if you don’t live with your parents, **your parents(s)**, including step-parents, and **your parents’ dependent children** only **if** they now live with your parents **AND** your parents provide more than half of their support **AND** will continue to provide more than half of their support from July 1, 2019 through June 30, 2020.
- **Other people** only **if** they now live with your parents **AND** your parents provide more than half of their support **AND** will continue to provide more than half of their support from July 1, 2019 through June 30, 2020.
- If any household member besides you and your parents **will be attending college at least half-time (at least 6 credit hours) between** July 1, 2019, and June 30, 2020, and will be enrolled in a degree, diploma or certificate program, **list the name of the college they are attending below under “Name of College.”**

Full Name	Age	Relationship	Name of College (Exclude Parents)
		Self	OCtech

\*\*IF MORE THAN 6 FAMILY MEMBERS, CHECK HERE \_\_\_\_\_ AND CONTINUE ON A SEPARATE SHEET OF PAPER\*\*

***Return this form and any attachments to the above address.***

*(over)*

**Parent’s Income Information to Be Verified**

**TAX RETURN FILERS**—complete this section if the parent and/or step-parent filed or will file a 2017 income tax return with the IRS. **Instructions are listed on our Financial Aid webpage on how to use the Data Retrieval Tool and/or how to request a Tax Return Transcript from the IRS.**

**Parent 1: Check only one box below:**

- I filed 2017 taxes and **have used the IRS Data Retrieval Tool** in the FAFSA on the Web to retrieve and transfer 2017 IRS income information into the student’s FAFSA.
- I filed 2017 taxes and am *unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web*, and instead have **attached the 2017 IRS tax return transcript or 2017 Federal Income Tax Return** to this worksheet.

**Parent 2: Check only one box below:**

- I filed 2017 taxes and **have used the IRS Data Retrieval Tool** in the FAFSA on the Web to retrieve and transfer 2017 IRS income information into the student’s FAFSA.
- I filed 2017 taxes and am *unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web*, and instead have **attached the 2017 IRS tax return transcript or 2017 Federal Income Tax Return** to this worksheet.

**TAX RETURN NONFILERS**—complete this section if either parent 1 or parent 2 **WILL NOT FILE** and is not required to file a 2017 income tax return with the IRS. **Instructions are listed on our Financial Aid webpage for requesting a Non-filing Tax Return Letter from the IRS.**

**Parent: Check the box that applies:**

- Parent 1 and/or Parent 2 was **NOT** employed and had no income earned from work in 2017 and have **attached the 2017 IRS Non-filer Tax Return Transcripts** to this worksheet.
- Parent 1 and/or Parent 2 was employed in 2017 and has listed below the names of all the parent’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 or an equivalent document issued to the parent 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 Social Security Number at the top.*

**Parent 1: W-2 Forms Required**

Employer’s Name	2017 Amount Earned	IRS W-2 or Equivalent Document Attached?
Suzy’s Auto Body Shop (Example)	\$2,000(example)	Yes (example)

**Parent 2: W-2 Forms Required**

Employer’s Name	2017 Amount Earned	IRS W-2 or Equivalent Document Attached?
Suzy’s Auto Body Shop (Example)	\$2,000(example)	Yes (example)

**\*\*IF MORE THAN 2 Employers, CHECK HERE AND CONTINUE ON A SEPARATE SHEET OF PAPER\*\***

**Dependent Student’s Income Information to Be Verified**

**TAX RETURN FILERS**— complete this section if the student, filed or will file a 2017 income tax return with the IRS.

**Student: Check the box that applies.**

- I filed 2017 taxes and **have used the IRS Data Retrieval Tool** in the FAFSA on the Web to retrieve and transfer my 2017 IRS income information into my FAFSA.
- I filed 2016 taxes and **attached the 2016 IRS tax return transcripts or the 2017 Federal Income Tax Return** to this worksheet.

**NONFILERS ONLY**— **complete this section only** if the student **WILL NOT FILE** and is not required to file a 2017 income tax return with the IRS.

**Student: 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 have attached IRS W-2 forms or an equivalent document 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 Social Security Number at the top.*

Employer’s Name	2017 Amount Earned	IRS W-2 or Equivalent Document Attached?
Suzy’s Auto Body Shop (Example)	\$2,000(example)	Yes (example)

**\*\*IF MORE THAN 2 Employers, CHECK HERE AND CONTINUE ON A SEPARATE SHEET OF PAPER\*\***

**Sign This Worksheet**

By signing this worksheet, I (we) certify that all of the information to qualify for federal financial aid is complete and correct. I understand that giving false or misleading information on this worksheet can result in a fine, jail sentence, or both.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date