

Dependent Student Verification Worksheet 2020-2021

Your Free Application for Federal Student Aid (FAFSA) was selected by the U.S. Dept. of Education for a review process called "Verification." Being selected does not mean you've done anything wrong! It does require us, as your school, to review the information provided on your application and document that it is correct. If there are differences between your FAFSA information and your financial documents, corrections may need to be made.

We cannot process your financial aid until verification has been completed, so please complete all applicable items, sign and return this form as soon as possible to our office. Please contact us if you have questions.

Student Last Name	Student First Name	Student M.I.	Student EMCC ID Number	
Student Email Address			Student Date of Birth	

Section A: Family Information

List the people in your <u>parent(s)' household</u>, include:

- Yourself; and
- Your parent(s), including stepparent, (as listed on your FAFSA) even if you don't live with your parent(s); and
- Your parent(s)' other children, even if they don't live with your parent(s), if (a) your parent(s) will provide more than half of their support from July 1, 2020 through June 30, 2021, or (b) the children would be required to provide parental information when applying for Federal Student Aid; and
- 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 from July 1, 2020 through June 30, 2021.

Provide the name of the college being attended by any household member listed below, excluding parent(s), who will be enrolled <u>at least half-time</u> in a degree, diploma, or certificate program at an eligible post-secondary educational institution any time between July 1, 2020 and June 30, 2021.

Full Name	Age	Relationship	College	Will be enrolled at least Half Time (Yes or No)
Suzy Smith (example)	18	Self	XYZ College	Yes

Stud	ent Name:		Student ID Number:				
Sect	tion B: Student and Parent li	ncome for Wor	k Information				
Did	you or your parent file taxes fo	or 2018? If so, us	ing the <u>IRS Data Retrieval Tool</u>	is the best way to verify tax			
infor	rmation. For more information	on this tool and	how to use it, see page 3.				
Stuc	dent Income from Work - Ch	eck the ONE be	ox that applies:				
	I filed a 2018 federal income tax return and $\underline{\text{used or will use}}$ the IRS Data Retrieval Tool within the FAFSA to transfer my 2018 IRS income information into my FAFSA.						
	I have filed or I am required to file a 2018 federal income tax return and I am unable or choose <u>not to use</u> the IRS Data Retrieval Tool within the <i>FAFSA</i> . I have attached my 2018 IRS tax return transcript.						
	I was employed in 2018 and I did not file and was not required to file a 2018 Federal Tax Return. I have attached my 2018 W-2s from all employers and completed the box below.						
	Employer's Nar	me	2018 Amount Earned	W-2 Attached? Required if provided by employe			
□ Pare	I have not filed and I am not r from work in 2018. ent Income from Work - Che	·	2018 federal income tax return that applies:	n and I had no income earned			
	My parent(s) have filed a 2018 federal income tax return and <u>used or will use</u> the IRS Data Retrieval Tool within the <i>FAFSA to</i> transfer 2018 IRS income information into my FAFSA.						
	My parent(s) have filed or are required to file a 2018 federal income tax return and were <u>unable or choose not to use</u> the IRS Data Retrieval Tool within the <i>FAFSA</i> . I have attached my parent(s)' 2018 tax return transcript(s).						
	Return. I have attached my p	arent(s)' 2018 W -filing Letter (Sec	nd did not and are not required 7-2s, completed the box below, e page 3 for instructions on ho	and attached as my parent(s)'			
	Employer's Name	•	2018 Amount Earned	W-2 Attached? Required if provided by employe			
	income earned from work in	2018. I have atta	red to file a 2018 federal incom ached my parent(s)' 2018 IRS V a an IRS Verification of Nonfilir	erification of Non-filing Lette			
-	rson signing this worksheet cert and one parent whose informa						
uden	it Signature	Date	 Parent Signature	Dat			

Important Information and Instructions

Information for <u>Tax Filers</u>

If you or your parent(s) <u>filed or are required to file</u> a 2018 federal tax return, the best way to verify income is by using the IRS Data Retrieval Tool within the FAFSA.

• To use the IRS DRT:

- Go to FAFSA.gov
- o Log in using your (the student's) FSA ID
- Select "Make FAFSA Corrections"
- Navigate to the Financial Information section of the application.
- Follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2018 IRS income tax information into your FAFSA.

• Your parents will not be able to use the IRS Data Retrieval Tool and must submit a Tax Transcript if:

- o your parents filed as Married, Filing Separately. A Tax Transcript will need to be submitted for each parent.
- your parents' marital status changed after the end of the tax year on December 31, 2018 (current marital status doesn't match 2018 tax filing status). A Tax Transcript will need to be submitted for the parent(s) who were required to provide financial information on your FAFSA.

If unable to use the IRS Data Retrieval Tool, request a 2018 Tax Return Transcript. Go to IRS.gov and click on "Get Your Tax Record" or call 1-800-908-9946. You may provide a signed copy of the 2018 form 1040 and Schedule 1, Schedule 2, or Schedule 3 (if filed).

Information for Parent Non Tax Filers

What is a Verification of Nonfiling Letter?

The U.S Department of Education requires that parents who did not file a federal income tax return submit documentation from the IRS stating that a tax return was not filed. This documentation comes in the form of an "IRS Verification of Nonfiling Letter" which must be provided to the school. If there are two parents in your household, both parents must provide a letter stating that a 2018 federal income tax form was not filed.

How do my parents get Verification of Nonfiling Letter from the IRS?

To obtain a 2018 Verification of Nonfiling Letter from the IRS, <u>complete a Form 4506-T</u>. Form 4506-T is available on your student portal MyEMCC/Financial Aid/Forms and Resources/General Purpose/Form 4506-T or from the IRS. To obtain Form 4506-T from the IRS:

- o Go to IRS.gov
- Click on "Get Your Tax Record"
- On the right hand side of page under "Related Items" click on "About Form 4506-T, Request for Transcript of Tax Return"
- Under "Current Products" click on "Form 4506-T"
- ✓ To complete Form 4506-T, enter information in Lines 1a 5b, check the box on Line 7 to request a Verification of Nonfiling, enter 12/31/2017 in Line 9, and complete the signature section at the bottom of the form
- ✓ Fax the form to 855-800-8015 **or** mail to the Internal Revenue Service at:

RAIVS Team P.O. Box 145500 Stop 2800 F Cincinnati, OH 45250