



## 2019-2020 Dependent Verification Worksheet (please do not leave any items blank)

<p>Your FAFSA application was selected for review in a process called verification. This process is to confirm that correct information was reported on the FAFSA. If there are differences between your FAFSA information and your verification documents, Nazareth College is required to correct the FAFSA. Additional information will be requested if necessary. If you have questions about verification, contact the financial aid office as soon as possible so that your financial aid will not be delayed.</p> <p>You can submit the completed worksheet, along with any other requested information to: Nazareth College, Financial Aid, 4245 East Avenue; Rochester NY 14618; <a href="mailto:finaid@naz.edu">finaid@naz.edu</a> or FAX (585) 389-2317</p>	<p><b>In addition to submitting this worksheet, you may be asked to:</b></p> <ul style="list-style-type: none"> <li>● Use the IRS Data Retrieval tool when correcting your FAFSA. This option will streamline the verification process.</li> <li>● If you choose not to or cannot complete the IRS Data Retrieval, you must submit your and your parent(s)' IRS Tax Return Transcripts.</li> <li>● <b>Tax return transcripts or verification of non-filing letters must be requested directly from the IRS</b> by visiting <a href="http://www.irs.gov/transcript">www.irs.gov/transcript</a> or calling their automated service at (800) 908-9946.</li> </ul> <p style="text-align: center;"><b>Please write the student's Nazareth College ID number on all submitted documents.</b></p>
--	--

### A. Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's Nazareth ID#
Student's Address			Student's Birthdate
City	State	Zip Code	Student's Email
Student's Home Phone		Student's Cell Phone	

### B. Household Members: List below the people **residing in your parent(s)' household**. Include:

- The student.
- The parents. If your biological (or adoptive) parents live together, include both parents. If your biological (or adoptive) parents are separated or divorced, include the parent you live with (custodial parent). If your custodial parent is remarried, include your step-parent. If you don't live with either parent, include the parent that has provided you the most support in the previous 12 months.
- The parents' other children if the parents will provide more than half of the children's 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 a child does not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other person's support and will continue to provide more than half of that person's support through June 30, 2020.

**Number in College:** Include **currently enrolled college students** in the space below for household member(s) who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2019, and June 30, 2020, and include 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 (do not report "other")	College Attending between 7/1/2019 – 6/30/2020
		Self	Nazareth College

**Note:** We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

### C. Student Income Information

1. If you **completed** a 2017 Federal Income Tax Return, check only one box below:

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2017 IRS income tax return information into the student's FAFSA.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2017 IRS Tax Return Transcript**—not a photocopy of the income tax return. **Tax return transcripts must be requested directly from the IRS** by visiting [www.irs.gov/transcript](http://www.irs.gov/transcript) or calling their automated service at (800) 908-9946.

2. If you **did not file and are not required to file** a 2017 income tax return check only one box below:

- 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 employers and the amount earned from each employer in 2017. **Attach copies of all 2017 IRS W-2 forms issued to the student by their employer(s).**

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

Employer's Name	Amount Earned in 2017
Total Earned from Work	

### D. Parent(s)' Income Information

1. If you **completed** a 2017 Federal Income Tax Return, check only one box below:

- The parent(s) has used the IRS DRT in *FAFSA on the Web* to transfer 2017 IRS income tax return information into the student's FAFSA.
- The parent(s) is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2017 IRS Tax Return Transcript**—not a photocopy of the income tax return. **Tax return transcripts must be requested directly from the IRS** by visiting [www.irs.gov/transcript](http://www.irs.gov/transcript) or calling their automated service at (800) 908-9946.

2. If you **did not file and are not required to file** a 2017 income tax return check only one box below:

- The parent(s) was not employed and had no income earned from work in 2017.
- The parent(s) was employed in 2017 and has listed below the names of all employers and the amount earned from each employer in 2017. **Attach copies of all 2017 IRS W-2 forms issued to the student by their employer(s).**

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

Employer's Name	Amount Earned in 2017
Total Earned from Work	

**Action required: Non-filers (parents) MUST provide documentation from the IRS or other tax authority that indicated a 2017 income tax return was not filed. Online requests for the Verification of Non-filing Letter from IRS can be obtained by going to [irs.gov/transcript](http://irs.gov/transcript). You can also print Form 4506-T and mail the request to the IRS.**

### E. Sign this Worksheet

Each person signing this form certifies that all the information reported on it is complete and correct. The student and at least one parent in the primary household must sign (not electronic or digital) and date below.

		<b>WARNING:</b> If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.
Student (not electronic or digital)	Date	
Parent (not electronic or digital)	Date	