

Quincy University

2020–2021 Verification Worksheet

Dependent Student

Your 2020–2021 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 administrator at your school 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 financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed. Students are requested to complete the verification process as soon as possible prior to the start of the school term or within 60 days for students who file after the start of the term.

A. Dependent Student’s Information

Student’s Last Name	Student’s First Name	Student’s M.I.	Student’s QU ID# or SSN
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—Number of Household Members and Number in College

List below the people in your parent(s)’ household. **Read instructions below carefully.** Include:

- The student
- The parent(s) (including a stepparent) even if you don’t live with your parent(s). Refer to StudentAid.gov/fafsa-parent or contact 1-800-433-3243 for assistance on who is considered a parent on this form or FAFSA notes for Step Four.
- Your parent(s)’ other children if your parent(s) will provide more than half of their support from July 1, 2020, through June 30, 2021, or if the other children would be required to provide parental information if they were completing a FAFSA for 2020–2021. 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, 2021.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.

Include the name of the college for any household member listed above, 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, 2020, and June 30, 2021

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. Dependent Student's 2018 Income Information to Be Verified

1. Verification of 2018 Income Information for Student Tax Filers—Important Note: The instructions below apply to the student. If the student has questions or has unusual tax filing circumstances, contact the financial aid administrator before completing this section.

Instructions: Complete this section if the student, filed or will file a 2018 IRS income tax return. 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 2018 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:

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2018 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2018 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 institution with a **2018 IRS Tax Return Transcript or a signed copy of the 2018 income tax return and applicable schedules.**

A 2018 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by MAIL** -- Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript Online** --- Go to www.irs.gov, click "Get Your Tax Record.." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request** -- 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** -- IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

- Check here if the student's **2018 IRS Tax Return Transcript or a signed copy of the 2018 income tax return and applicable schedules** is provided.
- Check here if the student's **2018 IRS Tax Return Transcript or a signed copy of the 2018 income tax return and applicable schedules** will be provided later.

2. Verification of 2018 Income Information for Student Nontax Filers-Complete this section if the student will not file and is not required to file a 2018 income tax return with the IRS. Complete the statement below certifying that the student has not filed and is not required to file a 2018 income tax return. If the student had earnings from work in 2018 also include the following: (1) a listing of the sources of any 2018 income earned by the individual from work and the amount of income from each source and (2) a copy of IRS Form W-2, or an equivalent document, for each source of 2018 employment income received by the individual.

Check the box that applies:

- The student was not employed and had no income earned from work in 2018.
- The student did not file taxes but was employed in 2018. List below the names of all employers, the amount earned from each employer in 2018, and whether an IRS W-2 form is provided. Attach copies of all 2018 IRS W-2 forms issued to the student by employers.

Fill below only if student worked in 2018 but did not file taxes.

Employer's Name	Annual Amount Earned in 2018	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

D. Parent(s)' 2018 Income Information to be Verified—Important Note: The instructions below apply to each parent included in the household. If two parents (parent and stepparent) were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both. Notify the Student Financial Services Office if the parents filed separate IRS income tax returns for 2018 or had a change in marital status after December 31, 2018.

1. Verification of 2018 Income Information for Tax Filers—Important Note: The instructions below apply to the student's parents or parent and stepparent as listed on the FAFSA. If the family has unusual tax filing circumstances, the required documents are listed at the end of this form.

Instructions: Complete this section if the parent(s), filed or will file a 2018 IRS income tax return. 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 2018 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:

- The parent(s) have used the IRS DRT in *FAFSA on the Web* to transfer 2018 IRS income tax return information into the student's FAFSA.
- The parent(s) have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2018 IRS income tax return information into the student's FAFSA.
- The parent(s) is unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2018 IRS Tax Return Transcript or a signed copy of the 2018 income tax return and applicable schedules.**

A 2018 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by MAIL** -- Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript ONLINE** -- Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request** -- 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** -- IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of paper request form.

- Check here if a **2018 IRS Tax Return Transcript or a signed copy of the 2018 income tax return and applicable schedules** is provided.
- Check here if a **2018 IRS Tax Return Transcript or signed copy of the 2018 income tax return and applicable schedules** will be provided later.

If the parents filed separate 2018 IRS income tax returns, the IRS DRT cannot be used and the 2018 IRS Tax Return Transcript(s) or signed copy of the 2018 income tax return and applicable schedules must be provided for each.

If married and filed separately:

- Check here if Parent 1 attached **2018 IRS Tax Return Transcript or a signed copy of the 2018 income tax return and applicable schedules** is provided.
- Check here if Parent 1 will provide the **2018 IRS Tax Return Transcript or signed copy of the 2018 income tax return and applicable schedules** will be provided later.
- Check here if Parent 2 attached **2018 IRS Tax Return Transcript or a signed copy of the 2018 income tax return and applicable schedules** is provided.
- Check here if Parent 2 will provide the **2018 IRS Tax Return Transcript or a signed copy of the 2018 income tax return and applicable schedules** will be provided later.

Student's Name: _____ SSN: _____

2. Verification of Parent(s) 2018 Income Information for NONTAX FILERS--Complete this section if parent(s) (parent and/or stepparent) will not file and are not required to file a 2018 tax return with the IRS.

Complete the signed statement below certifying that the parent(s) (parent/stepparent) has not filed and is not required to file a 2018 income tax return. If either had earnings from work in 2018 also include the following:

- (1) A listing of sources of any 2018 income earned by the individual from work and the amount of income from each source
- (2) A copy of IRS Form W-2, or an equivalent document, for each source of 2018 employment income received by the individual.

Check the box that applies:

- Neither parent was employed, and neither had income earned from work in 2018.
- One or both parents were employed in 2018 and have listed below the names of all employers, indicate the name of parent, the amount earned from each employer in 2018, and whether an IRS W-2 form is provided. Attach copies of all 2018 IRS W-2 forms issued to parents by employers. *If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Fill below out only if parent worked but did not file taxes.

Employer's Name	Parent 1 or Parent 2	2018 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>Parent 1-Mary Jones</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2019 that indicates a 2018 IRS income tax return was not filed with the IRS or other relevant tax authority or a signed statement certifying that the individual attempted to obtain confirmation of nonfiling (VNF) from the IRS or other relevant tax authority and was unable to obtain the required documentation.

- Check here if confirmation of nonfiling from the IRS (VNF) or from other tax authorities is provided.
- Check here if confirmation of nonfiling from the IRS (VNF) or from other tax authorities will be provided later.

E. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it 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

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the financial aid administrator at your school.

**Mail to: Quincy University Student Financial Services Office
1800 College Avenue
Quincy, IL 62301**

F. Verification of 2018 Income information for Individuals with Unusual Circumstances

Individuals Granted a Filing Extension by the IRS

An individual, who is required to file a 2018 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2018, must provide:

- A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2018; e.g. IRS Form 2350 **and**
- Verification of Non-filing Letter (VNF) (confirmation that the tax return has not yet been filed) from the IRS dated on or after October 1, 2019 or a signed statement certifying that the individual attempted to obtain the VNF from the IRS and was unable to obtain the required documentation; **and**
- A copy of IRS form W-2 for each source of employment income received or an equivalent document for tax year 2018 **and**
- If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross income (AGI) and the U.S. income tax paid for tax year 2018.

Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for tax year 2018 must provide **a signed copy of the 2018 IRS Form 1040X, "Amended U.S. Individual Income Tax Return,"** that was filed with the IRS or documentation from the IRS that include the change(s) made by the IRS, in addition to one of the following:

- **IRS DRT information** on an ISIR record with all tax information from the original tax return; **or**
- A **2018 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified, **or**
- A **signed copy of the 2018 IRS Form 1040 and the applicable schedules** that were filed with the IRS.

Individuals Who Were Victims of IRS Tax-Related Identity Theft

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return Data Base View (TRDBV) transcript obtained from the IRS, or if unable to obtain a TRDBV, an equivalent document provided by the IRS or a copy of the signed 2018 income tax return and applicable schedules the individual filed with the IRS; **and**
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

Individuals Who Filed Non-IRS Income Tax Returns

A tax filer who filed an income tax return with a tax authority other than the IRS may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.