



2020 - 2021 Dependent Student Verification Worksheet

Your financial aid application was selected for review in a process called "Verification." Verification is mandated by the U.S. Department of Education and Fayetteville State University may select your financial aid application for institutional verification process. Verification requires Fayetteville State University's Office of Financial Aid to collect additional documentation to check the accuracy of the information you submitted on the FAFSA before a financial aid award can be made to you. **All verification documents must be attached to this form and returned to Fayetteville State University's Office of Financial Aid within 5 days of receipt of the Missing Information Letter request.** Failure to submit ALL required verification documents will result in your financial aid award being delayed.

A. Dependent Student Information Verification

Student's Last Name	Student's First Name	Student's M.I.	Banner 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 Cell Phone Number

B. Dependent Student Verification of Family Information: Include:

- You, the student.
- The parents (including a stepparent) even if you, the student, do not live with the parents.
- The parents' other children if the parents 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 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 their support and will continue to provide more than half of their support through June 30, 2021.

Please write the name, age, relationship of each family member on the lines below that will be living in your parent(s) household through June 2021. Also, write the name of the college if the family member 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, 2020, and June 30, 2021. If additional space is needed, please write on a separate page.

Full Name	Age	Relationship	College	Will be enrolled at least Half Time for 2020-2021? If so, please check.
		<i>Self</i>	<i>Fayetteville State University</i>	

** Fayetteville State University's Office of Financial Aid 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. 2018 Dependent Student Income Verification

Tax Filers: The instructions below apply to the student.

Instructions: Complete this section if you, the student, filed or will file a 2018 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web-Federal Student Aid application at www.FAFSA.gov. Please see the attached instruction on how to retrieve your 2018 tax information by using the IRS Data retrieval process.* In most cases, no further documentation is needed to verify 2018 IRS 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 school with a 2018 IRS Tax Return Transcript(s) or a signed copy of the 2018 income tax return and applicable schedules.

Nontax Filers: If you worked in 2018 you **MUST** attach a copy of ALL 2018 W-2(s).

Check the box that applies:

- The student was not employed and had no income earned from work in 2018.
- The student was employed in 2018 and have listed below the names of all employers, the amount earned from each employer in 2018. List every employer even if the employer did not issue an IRS W-2 form.

<i>Employer's Name</i>	<i>IRS W-2 Provided?</i>	<i>Annual Amount Earned in 2018</i>

Source of Annual Untaxed Income Received	Amount of Annual Untaxed Income Received in 2018
Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.	
Student grant and scholarship aid reported to the IRS in your and/ or your parents adjusted gross income.	
Combat pay or special combat pay. Only enter the amount that was taxable and included in you/your parents adjusted gross income.	
Earnings from work under a cooperative education program offered by a college.	
Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 <u>Boxes 12a through 12d, codes D, E, F, G, H, and S</u>	
Child support received for ALL children.	
Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits). BAS should be included not BAH.	
Veterans' non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC).	
Other untaxed income - such as workers' compensation, disability, etc. Also, include the untaxed portions of health savings accounts.	
Other- money received or paid on your behalf.	

D. 2018 Dependent Student Parent's Income Verification

Tax Filers: The instructions below apply to each parent included in the household. Notify the Office of Financial Aid if the parents filed separate IRS income tax returns for 2018 or had a change in marital status after the end of the 2018 tax year on December 31, 2018 by e-mail: finaid@uncfsu.edu.

Instructions: Complete this section if your parent(s) filed or will file a 2018 IRS income tax return(s). *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. Please see the attached instruction on how to retrieve your 2018 tax information by using the IRS Data retrieval process.* In most cases, no further documentation is needed to verify 2018 IRS income tax return 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 the 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 the 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) are unable or choose not to use the IRS DRT in FAFSA on the Web, and instead will provide the school with a 2018 IRS Tax Return Transcript(s) or a signed copy of the 2018 income tax return and applicable schedules.

Nontax Filers: If parent(s) worked in 2018 you **MUST** attach a copy of ALL 2018 W-2(s). In addition, provide documentation from the IRS dated on or after October 1, 2018 that indicates a 2018 IRS tax return was not filed with the IRS.

Check the box that applies:

- Neither parent was employed, nor 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, the amount earned from each employer in 2018. List every employer even if the employer did not issue an IRS W-2 form.

<i>Employer's Name</i>	<i>IRS W-2 Provided?</i>	<i>Annual Amount Earned in 2018</i>

Source of Annual Untaxed Income Received	Amount of Annual Untaxed Income Received in 2018
Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.	
Student grant and scholarship aid reported to the IRS in you/your parents adjusted gross income.	
Combat pay or special combat pay. Only enter the amount that was taxable and included in you/your parents adjusted gross income.	
Earnings from work under a cooperative education program offered by a college.	
Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 <u>Boxes 12a through 12d, codes D, E, F, G, H, and S.</u>	
Child support received for ALL children.	
Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits). BAS should be included not BAH.	
Veteran's non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC).	
Other untaxed income - such as workers' compensation, disability, etc. Also include the untaxed portions of health savings accounts.	
Other- money received or paid on your behalf.	

E. 2018 Dependent Student SNAP Benefits Verification

Complete this section if someone in the dependent student's parents' household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or SNAP.

Did not receive SNAP Benefits

I, the parent, certify that a member of my household, received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as the Food Stamp Program) sometime during 2018 or 2019.

****If we have reason to believe that the information regarding the receipt of SNAP benefits is inaccurate, we may require documentation from the agency that issued the SNAP benefits in 2018 or 2019.**

F. 2018 Dependent Student Child Support Verification

Complete this section if one or both of the parents included in the household (listed in Section B) or the student paid child support in 2018. List below the names of the persons who paid the child support, the names of the persons to whom the child support was paid, the names of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2018 for each child.

Does Not Apply. *Please do not include child support paid for children included in the household in Section B.

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

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid in 2018	Amount of Child Support Paid in 2018

****If Fayetteville State University's Office of Financial Aid has reason to believe that the information regarding child support paid is not accurate, we may require additional documentation, such as:**

- A copy of the separation agreement or divorce decree that shows the amount of child support to be provided;
- A statement from the individual receiving the child support certifying the amount of child support received; or
- Copies of the child support payment checks or money order receipts.

G. Certification and Signatures

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

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both and lose your financial aid funding.

Student's Signature

Date

Parent's Signature

Date

*Please make a copy of this worksheet for your records.
Submit this worksheet to:*

**Office of Financial Aid • Fayetteville State University • 1200 Murchison Road • Fayetteville, NC • 28301
Phone: (910) 672-1325 • Fax: (910) 672-1423 • Email Address: finaid@uncfsu.edu
Do not mail this worksheet to the U.S. Department of Education.**

INSTRUCTIONS FOR USING THE IRS DATA RETRIEVAL TOOL

- 1) Access your 2020-2021 FAFSA application at www.fafsa.ed.gov
- 2) Enter your FSA ID
- 3) Click on the Start 2020-2021 FAFSA button
- 4) Click the Next button to start entering your Student Demographic Information
- 5) To access the IRS Data Retrieval Tool
 - a. Click the Financial Information TAB
 - If you are a dependent student, you will be directed to the Parent Financial Information section first and then to the Student Financial Information section.
- 6) Answer the IRS Data Retrieval Tool questions.
- 7) Click the option to Link to the IRS.
- 8) You will receive a message that you are leaving your FAFSA application and going to the IRS web site.
 - a. Click OK.
- 9) You must answer the following questions on the IRS Data Retrieval Site:
 - a. 2018 Filing Status- Single, Married Filing Jointly, Married Filing Separately, Head of Household
 - b. Exact address used on your 2018 Tax Return
 - c. Click submit
 - d. Your 2018 tax information will populate the screen
 - e. Click transfer my tax information into the FAFSA application
 - f. Click Transfer Now
 - DO NOT make any changes to the information transferred from the IRS Data Retrieval process. No further documentation is needed to verify 2018 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.
- 10) Add Wage information from your 2018 W-2 (s) in the Income Information section.
 - a. Click Next.
- 11) Enter your FSA ID
- 12) Click Agree.
- 13) Click Submit My FAFSA Now

Congratulations! You have successfully updated your 2018 Tax Information by using the IRS Data Retrieval Tool.

**If you were unable to successfully transfer your 2018 Federal Income Tax information by using the IRS Data Retrieval process you will be REQUIRED to submit a copy of your 2018 Federal Tax Return Transcript or a signed copy of the 2018 income tax return and applicable schedules to the Office of Financial Aid or School Serving Center (SSC). You may request a copy of your 2018 Federal Income Tax Return Transcript by calling 1-800-908-9946 or online at the following website:

<https://sa1.www4.irs.gov/irfof-tra/start.do>