



2019-2020 V1 Verification Worksheet Dependent Student

Your 2019-2020 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 reported on your FAFSA. To verify that you provided correct information the financial aid administrator at Fisk University 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 must complete and sign this worksheet, attach any required documents and submit the form and other required documents to Office of Financial Aid. The financial aid administrator may ask for additional information. If you have questions about verification contact Office of Financial Aid as soon as possible so that your financial aid will not be delayed. You will be required to submit all documents no later than the end of the academic year or your last date of attendance at Fisk.

Dependent Student's Information

Doe	Jane		A0000012345
Last Name,	First Name,	M.I.	Student ID #
678 Anywhere Street			01/01/2000
Street Address (include apt. no.)			Date of Birth
Nashville	TN	37208	JDoe@fisk.edu
City,	State,	Zip Code,	Email Address
(123)456-7890			(123)987-6543
Home Phone Number (include area code)		Alternate or Cell Phone Number	

A. Dependent Student's Family Information

List below the people in your parent(s)' household. **You must include:**

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their 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 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, 2020.
- Include the name of the college for any household member; **exclude listing your parent(s) college**, who will be enrolled, at least halftime, in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2019, and June 30, 2020.

Full Name	Age	Relationship	College
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>
Jane Doe	18	Student	Fisk University
John Doe	45	Father	
Mary Doe	42	Mother	
John Doe Jr.	19	Brother	TSU
Taylor Doe	12	Sister	

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

Office of Financial Aid

1000 Seventeenth Avenue North * Nashville, TN 37208 * phone 615-329-8735 * fax 615-329-8520 * finaid@fisk.edu

B. Dependent Student AND Parent's Income Information to Be Verified

1. **TAX RETURN FILERS** - The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student and/or parents have not already used the tool, go to FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student and/or parents are eligible to use the IRS Data Retrieval Tool to transfer 2017 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.

Student Section - Check only ONE box from below if you filed a 2017 tax return.

- Check here if you used, or will use, the IRS Data Retrieval Tool to transfer your tax information to your FAFSA.
- Check here if you did not use the IRS Data Retrieval Tool. Attach a copy of your IRS Tax Return Transcript to this form. Contact the IRS at <http://www.irs.gov/Individuals/Get-Transcript> or 1-800-908-9946 to request a copy of your 2017 IRS Tax Return Transcript.

Parent Section - Check only ONE box from below if you filed a 2016 tax return.

- Check here if your parent(s) filed a 2017 tax return and used, or will use, the IRS Data Retrieval Tool to transfer their tax information to your FAFSA, **skip to section C.**
- Check here if your parent(s) filed a 2017 tax return but did not use the IRS Data Retrieval Tool. Attach a copy of your parent(s) IRS Tax Return Transcript to this form. Contact the IRS at <http://www.irs.gov/Individuals/Get-Transcript> or 1-800-908-9946 to request a copy of your parent(s) 2017 IRS Tax Return Transcript, **skip to section C.**

2. **NONFILERS**

Student Section - Check only ONE box from below if you DID NOT file a 2017 tax return; list every employer even if they did not issue an IRS W-2 form. **Do not fill this section out if you filed taxes for 2017.**

- The student was not employed and had no income earned from work in 2016.
- 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 even if they did not receive an IRS W2 form, and whether an IRS W-2 form is attached. Attach copies of all 2017 IRS W-2 forms issued to the student by employers.

Student Employer's Name	2016 Amount Earned	Check if W-2 Attached
<i>Suzy's Auto body Shop (example)</i>	<i>\$2,000 (example)</i>	<input type="checkbox"/>
		<input type="checkbox"/>

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

Parent Section - Check only one box from below if you did not file a 2017 tax return; list every employer even if they did not issue an IRS W-2 form. **Do not fill this section out if you filed taxes for 2017.**

- 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 the parent's employers, the amount earned from each employer in 2017 even if they did not receive an IRS W2 form, and whether an IRS W-2 form is attached. Attach copies of all 2017 IRS W-2 forms issued to the parent(s) by employers.

Parent(s) Employer's Name	Belongs To: Mother/Father	2017 Amount Earned	Check if W-2 Attached
<i>Suzy's Auto body Shop (example)</i>	<i>Father (example)</i>	<i>\$2,000 (example)</i>	<input type="checkbox"/>
			<input type="checkbox"/>

Student's Name: Jane Doe ID# A0000012345

D. 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.

Jane Doe (Please make sure this is a wet signature) _____ 05/17/2019
Student's Signature **Date**

Mary Doe (Please make sure this is a wet signature) _____ 05/17/2019
Parent's Signature **Date**

You should make a copy of this completed form for your records.