DAEMEN UNIVERSITY

2021–2022 Verification Worksheet
Dependent Student

Your 2021–2022 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.

A. Dependent Student's Information

_____   _____

Student's Last Name   Student's First Name   Student's M.I.   Student's Social Security 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 Alternate or Cell Phone Number

B. Dependent Student's Family Information

List below the people in your <u>parent(s)' household</u>. 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, 2021, through June 30, 2022, or if the other children would be required to provide parental information if they were completing a FAFSA for 2021–2022. 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, 2022.

Include the name of the college for any household member, excluding your parent(s), who will be enrolled, <u>at least half time</u> in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2021, and June 30, 2022. *If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Full Name	Age	Relationship	Attending College? If yes, which college?	Will be Enrolled at Least Half Time?
Missy Jones (example)	*18*	*Sister*	*Yes / Central University*	*Yes*
		Self		

C. Dependent *Student's* Income Information to Be Verified

1. **TAX RETURN FILERS**—**Important Note:** If the student filed, or will file, an <u>amended</u> 2019 IRS tax return, the student must contact the financial aid administrator before completing this section.

   Instructions: Complete this section if the student, <u>filed or will file</u> a 2019 income tax return with the IRS. *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 has not already used the tool, go to <u>FAFSA.gov</u>, 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 is eligible to use the IRS Data Retrieval Tool to transfer 2019 IRS income tax information into the student's FAFSA. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.*

   Check the box that applies:

   ☐ The student <u>has used</u> the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2019 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information that was transferred in the verification process*.

   ☐ The student <u>has not yet used</u> the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to transfer 2019 IRS income information into the student's FAFSA. *See instructions above for information on how to use the IRS Data Retrieval Tool. The student's school cannot complete the verification process until the IRS information has been transferred into the FAFSA.*

   ☐ The student is <u>unable or chooses not to</u> use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit to the school a **2019 IRS tax return transcript**. *To obtain an IRS tax return transcript, go to <u>www.IRS.gov</u> and click on the "Get a Tax Transcript" link, or call 1-800-908-9946. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2019 IRS tax return was filed).*

       ☐ *Check here if the student's IRS tax return transcript is attached to this worksheet.*

       ☐ *Check here if the student's IRS tax return transcript will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.*

   *If you choose to download your IRS tax return transcript as a PDF, you can upload the PDF file at <u>daemen.edu/finaidupload</u>

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2. **TAX RETURN NONFILERS**—Complete this section if the student will not file and is <u>not required</u> to file a 2019 income tax return with the IRS.

   Check the box that applies:

   ☐ The student **was not** employed and had no income earned from work in 2019.

   ☐ The student **was** employed in 2019 and has listed below the names of all the student's employers, the amount earned from each employer in 2019, and whether an IRS W-2 form is attached. Attach copies of all 2019 IRS W-2 forms issued to the student by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top*.

Employer's Name	2019 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	*$2,000.00(example)*	*Yes(example)*

DO NOT COMPLETE IF YOU FILED TAXES

D. *Parent's* **Income Information to Be Verified**—Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

1. **TAX RETURN FILERS**—**Important Note:** If the student's parent(s), filed or will file, an <u>amended</u> 2019 IRS tax return the student's financial aid administrator must be contacted before completing this section.

   Instructions: Complete this section if the student's parent(s) <u>filed or will file</u> a 2019 income tax return with the IRS. *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's parent(s) has not already used the tool, the parent and the student should go to <u>FAFSA.gov</u>, 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 parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2019 IRS income tax information into the student's FAFSA. If you need more information about whether or how to use the IRS Data Retrieval Tool see the student's financial aid administrator.*

   Check the box that applies:

   ☐ The student's parent <u>has used</u> the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2019 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information transferred into the student's FAFSA to complete the verification process.*

   ☐ The student's parent <u>has not yet</u> used the IRS Data Retrieval Tool, but will use the tool to transfer 2019 IRS income information into the student's FAFSA. *See instructions above for information on how to use the IRS Data Retrieval Tool. The student's financial aid administrator cannot complete verification until the parent has transferred IRS information into the student's FAFSA.*

   ☐ The parent <u>is unable or chooses not to</u> use the IRS Data Retrieval Tool, and the parent will submit to the student's school a copy of the parent's **2019 IRS tax return transcript(s)**. *To obtain an IRS tax return transcript go to www.IRS.gov and click on the "Get a Tax Transcript" link, or call 1-800-908-9946. Make sure you order the "IRS tax return transcript" and not the "IRS tax account transcript." The parent will need his or her Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2019 IRS tax return was filed). If the parents are married, and separate 2019 tax returns were filed, 2019 IRS tax return transcripts must be submitted for each parent.*

        ☐ *Check here if an IRS tax return transcript(s) is attached to this worksheet.*

        ☐ *Check here if IRS tax return transcript(s) will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.*

*If you choose to download your IRS tax return transcript as a PDF, you can upload the PDF file at <u>daemen.edu/finaidupload</u>

2. **TAX RETURN NONFILERS**—Complete this section if the student's parent(s) will not file and <u>is not required</u> to file a 2019 income tax return with the IRS.
   ALL parent tax return non-filers must submit an "IRS Verification of Non-filing Letter". Visit IRS.GOV, click on the "Get a Tax Transcript" link. You can also mail/fax FORM 4506-T to the IRS (form available at IRS.GOV).

   Check the box that applies:

   ☐ The parent(s) **was not** employed and had no income earned from work in 2019.

   ☐ The parent(s) **was** employed in 2019 and has listed below the names of all the parent's employers, the amount earned from each employer in 2019, and whether an IRS W-2 form is attached. Attach copies of all 2019 IRS W-2 forms issued to the parent(s) by employer(s). *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Employer's Name	2019 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	*$2,000.00* (example)	*Yes* (example)

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.

_____   _____

Student's Signature   Date

_____   _____

Parent's Signature   Date

You should make a copy of this worksheet for your records.

Do not mail this worksheet to the U.S. Department of Education.

Submit this worksheet to the Financial Aid Office

Via US Mail:
Financial Aid Office
Daemen University
4380 Main Street
Amherst, NY 14226

In person:
Financial Aid Office, room 111 Duns Scotus building

Secure Upload:
daemen.edu/finaidupload
Please do not send sensitive documents through email.