

# 2019–20 FAFSA Verification Worksheet

Return this worksheet and all required documentation to Financial Aid at the address below, email it to [financialaid@clarkssummitu.edu](mailto:financialaid@clarkssummitu.edu), or fax it to 570-585-9226.

## Student Information

Name \_\_\_\_\_ Last 4 digits of SSN \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Date of Birth \_\_\_\_\_  
 Student Phone \_\_\_\_\_  
 Student Email \_\_\_\_\_

## Family Information

List all the people in your household. Also indicate if any family member will be enrolled at least half-time (typically 6 or more credits per semester) in a degree, diploma, or certificate program at an eligible post-secondary educational institution any time between July 1, 2019 and June 30, 2020. If more space is needed, attach a separate sheet of paper with your name and last 4 digits of your SSN at the top.

Include:

- Yourself
- Your spouse if you are married
- Your children if you will provide more than half of their support from July 1, 2019 through June 30, 2020
- Other people if they live with you and you will provide more than half of their support through June 30, 2020.

Name	Age	Relationship	College / University Name	Enrolled at Least Half Time?
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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



## Tax and Income Information

<u>Student</u>	<u>Spouse</u>		<u>Action Required</u>
<input type="checkbox"/>	<input type="checkbox"/>	I filed a 2017 federal income tax return and used the IRS Data Retrieval Tool (DRT) on my FAFSA.	In most cases, no further documentation is needed.
<input type="checkbox"/>	<input type="checkbox"/>	I filed a 2017 federal income tax return and DID NOT use the IRS Data Retrieval Tool (DRT) on my FAFSA.	<b>You must attach your 2017 IRS Tax Return Transcript.</b> Visit <a href="http://www.irs.gov/individuals/get-transcript">www.irs.gov/individuals/get-transcript</a> . Be sure to request a "Return Transcript" <b>NOT</b> an "Account Transcript." You may also request by phone: 800-908-9946
<input type="checkbox"/>	<input type="checkbox"/>	I did not file a 2017 federal income tax return.	<b>A Verification of Non-filing Letter</b> from the IRS is required if you did not file and were not required to file a 2017 Income Tax Return with the IRS. To request a Verification of Non-filing Letter, visit <a href="http://www.irs.gov/individuals/get-transcript">www.irs.gov/individuals/get-transcript</a> .

Tip: If you and your spouse filed separate 2017 IRS income tax returns, the IRS DRT cannot be used. Your 2017 IRS Tax Return Transcripts must be provided.

If you and/or your spouse worked in 2017 but were not required to file a federal income tax return, please complete the following chart and attach your W-2s. List every employer, even if the employer did not issue a W-2.

Student	Spouse	Employer	2017 Amount Earned
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

## Certification

Each person signing this form certifies that all the information reported is complete and accurate to the best of their knowledge. The student and spouse (if applicable) must sign and date. If you purposely give false or misleading information on this worksheet, you could be fined, sentenced to jail, or both.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Spouse Signature \_\_\_\_\_ Date \_\_\_\_\_

