EMPORIA STATE
UNIVERSITY
■ FINANCIAL AID, SCHOLARSHIPS, & VETERANS SERVICES

2020-2021 Dependent Verification Worksheet *D*

Institutional Verification Form

Complete this form, attach copies of all requested documents and return it to the address above. Failure to respond promptly will delay processing of your financial aid (CFR Title 34, Part 668).

A. Student Information

Last Name_____First Name_____MI_____Student ID #_____

Address (local if available)_____Date of Birth_____

City_____State_____ZIP code_____Phone number_____

B. Family Information

List below the people in your parents' household, include
- Yourself
- Your parent(s) /step-parent even if you don't live with your parent's (do not include a parent not living in household due to separation or divorce)
- Your parent(s)' children (do not include foster children), **if** they will receive more than half of their support* from your parent(s) from July 1, 2020 through June 30, 2021
- Your unborn child and/or your parent's unborn child, if that child will be born before May 14, 2021 and your parent(s) will provide more than half of the child's support*.
- Other people, if they live with and receive more than half of their support* from your parent(s) from July 1, 2020 through June 30, 2021.

*Support includes money, gifts, loans, housing, food, clothes, car, medical/dental care, etc.

Full name of family member (Begin with yourself)	Age	Relationship to student (self, mother/step-mother, father/step-father, brother, sister, etc.)	Name of college for any family member who will be working toward a degree or certificate at least ½ time during the 2020-2021 academic year. (Do <u>not</u> include parents)
Bea A. Hornet (Example)	*19*	*Self*	*Emporia State University*

C. Tax Forms and Income Information

Did you or your parent(s) file a 2018 IRS Tax Return?

Check the applicable box in each column below.

Student	Parent(s)
☐ Yes – Complete Sections D & F	☐ Yes – Complete Sections D & F
☐ No – Complete Sections E & F	☐ No – Complete Sections E & F

D. Did you or your parent(s) use the IRS Data Retrieval Tool?

Check the applicable box in each column below.

Student	Parent(s)
☐ Used IRS Data Retrieval Tool in the FAFSA to transfer 2018 IRS income[1].	☐ Used IRS Data Retrieval Tool in the FAFSA to transfer 2018 IRS income[1].
☐ Ineligible or chooses not to use the IRS Data Retrieval Tool and will provide the school either: • 2018 Tax Return Transcript[2] or • 2018 Signed Federal Tax Return. Also provide Schedule 1, 2, & 3 of 2018 tax return if filed.	☐ Ineligible or chooses not to use the IRS Data Retrieval Tool and will provide the school either: • 2018 Tax Return Transcript[2] or • 2018 Signed Federal Tax Return. Also provide Schedule 1, 2, & 3 of 2018 tax return if filed.

[1]IRS Data Retrieval Tool

The IRS Data Retrieval Tool allows applicants and their parents who have already filed their federal income tax returns to populate the answers to some questions on the Free Application for Federal Student Aid (FAFSA) by transferring data from their federal income tax returns direct from the IRS.

[2]Ineligible to use the IRS Data Retrieval Tool

Most students and parents are eligible to use the IRS Data Retrieval Tool if they have already filed their taxes. However, there are a few scenarios in which students and parents are ineligible to use the IRS Data Retrieval Tool, such as:

- The student/parent is married, and either the student/parent or his/her spouse filed as Married Filing Separately.
- The student/parent is married, and either the student/parent or his/her spouse filed as Head of Household.
- The parents' marital status is "Unmarried and both parents living together."
- The student/parent filed a Puerto Rican or foreign tax return.

Any student or parent ineligible to use the IRS Data Retrieval Tool can either request their tax return transcripts from the IRS or provide a signed copy of their 2018 federal tax return. To obtain a 2018 Tax Return Transcript go to www.irs.gov and click on the "Get a tax transcript" link. You will have the option of either logging in and printing your tax return transcript immediately, or you can request the tax return transcript be mailed to the mailing address on your latest tax return. You can also request a tax return transcript by completing Form 4506T-EZ.

Amended Tax Returns

If you filed a Form 1040X amended tax return for 2018, we will need a signed copy of the Form 1040X that was filed with the IRS before verification can be completed.

Do not complete Section E if you filed a 2018 IRS Tax Return

E. Non-filer's Income Information

Will not file and not required to file a 2018 U.S. Income Tax Return based on income thresholds established by the IRS or foreign taxing authority. __If you did not file, you must__ complete the section **AND** submit copies of all 2018 W-2's. **If you had no earnings enter a zero in the yearly amount field below**. *All parent non-filers must also submit a Verification of Nonfiling from IRS for the 2018 tax year.* A verification of nonfiling can be obtained from the IRS using Form 4506-T and checking box 7. **Each nonfiling parent must submit a separate Form 4506-T.**

STUDENT Employers Name (Attach copies of W-2's)	2018 Yearly Amount Earned	PARENT(s) Employers Name (Attach copies of W-2's)	2018 Yearly Amount Earned
	$		$
	$		$
	$		$

Student	Parent(s)
Dependent students do not need to turn in a Verification of Nonfiling.	☐ Check here if the Verification of Nonfiling from the IRS is included with this worksheet
	☐ Check here if the Verification of Nonfiling from the IRS will be submitted later. *(Verification cannot be completed until the Verification of Nonfiling has been submitted.)*

F. Sign This Form:

I certify that the information reported on this form is complete and correct. I understand that if I purposely give false or misleading information, I may be fined, sentenced to prison, or both.

_____   Date_____
Signature of student

_____   Date_____
Signature of parent (Only one parent must sign)

Digital and electronic signatures are not acceptable.