

# 2019–2020 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 and your parents reported on your FAFSA. To verify that you provided correct information, the Student Financial Services Office at Wheaton College 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 Student Financial Services at Wheaton College.*** We may ask for additional information. If you have questions about verification, contact Student Financial Services 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	M.I.	Student’s ID Number
Student’s Street Address (include apt. no.)			Student’s Date of Birth
City	State	Zip Code	(____) _____ Student’s Home Phone Number
Student’s Email Address			(____) _____ Student’s Alternate or Cell Phone Number

### B. Dependent Student’s Family Information

In the grid below, list the people in your parent(s)’ household. Include:

- **Yourselves and your parent(s).** If your parents are divorced, list the custodial parent (and stepparent) as listed on the FAFSA even if the student doesn’t live with the parents.
- Your **parent(s)’ other children** if the 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 the children do not live with the parent(s).
- **Other people** if they now live with the parent(s) and the parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2020.
- **Number in college:** Include in the space below information for any household member, excluding the parents, who is or will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary education institution any time between July 1, 2019, and June 30, 2020. *Include the **FULL** name of the college.*

**\*\*\*PLEASE LIST ALL MEMBERS OF YOUR PARENT(S)’ HOUSEHOLD BELOW\*\*\***

Full Name (First and Last Name)	Age	Relationship to Student	College (2019-2020)	Will be Enrolled at Least Half Time (Yes or No)
		Self	Wheaton College	

*If more space is needed, provide a separate page with the student’s name and ID number at the top.*

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

**C. Dependent Student’s Income Information to be verified:**

**PLEASE COMPLETE EITHER THE TOP OR BOTTOM SECTION ON THIS PAGE**

**TAX RETURN FILERS ONLY:**

**Instructions:** Complete this section only if the student filed a 2017 federal income tax return. *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](http://FAFSA.gov).* In most cases, no further documentation is needed to verify 2017 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 (check only one box):**

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2017 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 is attaching or will submit a **2017 IRS Tax Return Transcript** (order at [www.IRS.gov](http://www.IRS.gov) or 800-908-9946).
- The student has one of the unusual circumstances listed below and will provide alternate documentation as required:
  - The student filed an amended IRS income tax return
  - The student was a victim of IRS tax-related identity theft and the IRS is aware of the tax-related identity theft
  - The student filed a non IRS income tax return

**PLEASE SEE “PROVIDING TAX INFORMATION” ON OUR WEBSITE FOR DETAILED INSTRUCTIONS FOR ANY OF THE ABOVE REQUIREMENTS**

**NON-FILERS ONLY** - Complete this section only if the student did not file and *was not required* to file a 2017 income tax return with the IRS.

**Check the box that applies (check only one box):**

- The student was not employed and had no income earned from work in 2017.
- 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, and whether an IRS W-2 form, or an equivalent document was provided by the employer (attach copies of all 2017 IRS W-2 forms issued to the student). List every employer even if the employer did not issue an IRS W-2 form.

Employer’s Name	2017 Amount Earned	IRS W-2 Issued by Employer? (please attach)
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

**D. Parent's Income information to be verified:**

**PLEASE COMPLETE EITHER THE TOP OR BOTTOM SECTION ON THIS PAGE**

**TAX RETURN FILERS ONLY:**

**Instructions:** Complete this section only if the parent(s) filed a 2017 federal income tax return. *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](http://FAFSA.gov).* In most cases, no further documentation is needed to verify 2017 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 (check only one box):**

- The parent(s) have used the IRS DRT in *FAFSA on the Web* to transfer 2017 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 are attaching or will submit a **2017 IRS Tax Return Transcript** (order at [www.IRS.gov](http://www.IRS.gov) or 800-908-9946). If the parent(s) filed separate 2017 IRS income tax returns, **2017 IRS Tax Return Transcripts** must be provided for both.
- The parent(s) have one of the unusual circumstances listed below and will provide alternate documentation as required:
  - The parent(s) filed an amended IRS income tax return
  - The parent(s) was/were a victim of IRS tax-related identity theft and the IRS is aware of the tax-related identity theft
  - The parent(s) filed a non IRS income tax return

**PLEASE SEE "PROVIDING TAX INFORMATION" ON OUR WEBSITE FOR DETAILED INSTRUCTIONS FOR ANY OF THE ABOVE REQUIREMENTS**

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**NON-FILERS ONLY** – Complete this section only if the parent(s) did not file and *were not required* to file a 2017 income tax return with the IRS. ***Each parent must also provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2018, that indicates a 2017 IRS income tax return was not filed with the IRS or other relevant tax authority.***

**Check the box that applies (check only one box):**

- Neither parent was employed and neither parent had income earned from work in 2017.
- One or both parents were employed in 2017 and have listed below the names of all the parent(s)' employers, the amount earned from each employer in 2017, and whether an IRS W-2 form was provided by the employer (attach copies of all 2017 IRS W-2 forms issued to the parent(s). List every employer even if the employer did not issue an IRS W-2 form.

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

Employer's Name	2017 Amount Earned	IRS W-2 Issued by Employer? (please attach)
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

### E. Certifications and Signatures

For timely disbursement of your financial aid, verification documentation must be received by June 1, 2020. If your financial aid disburses after your semester payment is due, you will be subject to late fees and interest charges. However, you must provide verification documentation prior to the last day of your enrollment for campus-based, Direct Loan and institutional need-based aid. Verification documentation must be provided for Federal Pell Grant applicants prior to 120 days after the last day of your enrollment.

Each person signing below 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.

<b>WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.</b>
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**Please note: Signatures must be handwritten (“wet” signatures). Electronic signatures, either typed or with a stylus, will not be accepted.**

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Date

***Do not mail this worksheet to the U.S. Department of Education.  
Submit this worksheet to Student Financial Services at Wheaton College.***

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

Upload the documents to our secure upload URL ([www.wheaton.edu/sfsupload](http://www.wheaton.edu/sfsupload)), fax to 630-752-5413 or mail to Student Financial Services, Wheaton College, 501 College Ave., Wheaton, IL 60187.