



# 2017-18 Verification Worksheet Dependent Student

Mail to: Financial Aid Office 300 Fraser Purchase Road Latrobe PA 15650-2690. Fax 724-805-2953

Your 2017-2018 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "Verification". In this process, Saint Vincent College is required to compare information from your FAFSA with your and your parent(s)' 2015 IRS Tax Return Transcripts and this form. If there are differences, your FAFSA information will be corrected and you will receive notification of such from the Department of Education in the form of an updated Student Aid Report. If the corrections indicate a change to your financial aid package you will also be notified of such via a revised award notification. **Federal aid cannot be awarded until the verification process has been completed.**

### What you need to do:

- Complete and sign this Verification Worksheet – both you and at least one parent who filed the FAFSA.
- If you did not use the IRS Data Retrieval Tool when submitting the FAFSA, you may update your application at [fafsa.ed.gov](http://fafsa.ed.gov) now. If you are unable to use the IRS Data Retrieval Tool,
- Download and print or request a copy of your/parents 2015 IRS Tax Return Transcripts be mailed to your home from [www.irs.gov](http://www.irs.gov) or by calling 1-800-908-9946. **Please Note: Request the "IRS Tax RETURN Transcript" and not the "IRS Tax Account Transcript".**
- **Students or Parents that did not file federal taxes for 2015 must obtain and submit a Verification of non-filing letter from [www.irs.gov](http://www.irs.gov), by calling 1-800-908-9946, or by completing and checking box 7 on IRS tax form 4506-T and mailing it to the IRS.**
- Submit this completed sheet and all required documents to the Financial Aid Office immediately to assure timely processing.

### A. Student Information Only

Last Name	First Name	M.I.	Student ID	Last 4 of SSN
Address (permanent address, include apt. no.)			Date of Birth	
City	State	Zip Code	Telephone/Cell Number (include area code)	

### B. Family Information

List the people in your parent(s)' household between July 1, 2017 and June 30, 2018 including:

- Yourself, and your parent(s), (including a step-parent) 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, or if other children would be required to provide parental information if they were completing the FAFSA. Include children who meet either of these standards, even though 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, 2018.

Write the names of all household members in the area below. Also write in the name of the college for all household members excluding parents who will be attending college between July 1, 2017 and June 30, 2018. If more space is needed, please attach a separate page with the student's name and Social Security Number at the top.

First and Last Name	Age	Relationship to Student	Last 4 digits of Social Security Number	College Attending for the 2017-2018 year if any	Full-time	Half-time	Less than Half-time
<b>Yourself</b>		<b>Self</b>		<b>SVC</b>			

### Indicate the *current* marital status for the parent(s) listed in section B.

\_\_\_ Never married \_\_\_ Married/Remarried \_\_\_ Divorced/Separated \_\_\_ Widowed \_\_\_ Unmarried, and both parents living together

Date of Marital Status: \_\_\_ / \_\_\_

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

**Did the student successfully use the IRS Data Retrieval Tool to transfer tax information to the FAFSA?** \_\_\_ Yes \_\_\_ No (If yes, move to section D. If no, you must check the appropriate option below and follow the instructions)

- \_\_\_\_\_ **Check here if the student is unable to use the IRS Data Retrieval Tool in FAFSA, and will submit to the school their 2015 IRS Tax Return Transcript.** Download and print, or request a copy of your 2015 IRS Tax Return Transcript be mailed to your home at [www.irs.gov](http://www.irs.gov) or by calling 1-800-908-9946.
  
- \_\_\_\_\_ **Check here if the student did not work and had no income in 2015.** If you did not work and were not required to file, you must submit a Verification of Non-Filing letter. It must be obtained by completing and checking box 7 on the IRS Form 4506-T (form included) and mailing it to the IRS.
  
- \_\_\_\_\_ **Check here if the student earned income but did not file and was not required to file.** If you worked but were not required to file, you must submit 2015 W-2's and Verification of Non-Filing letter. The Verification of Non-Filing must be obtained by completing and checking box 7 on the IRS Form 4506-T (form included) and mailing it to the IRS.

**D. Parent(s)' Income Information to be Verified**

**Did the parent(s) successfully use the IRS Data Retrieval Tool to transfer their tax information to the FAFSA?** \_\_\_ Yes \_\_\_ No (If yes, move to section E. If no, you must check the appropriate option below and follow the instructions)

- \_\_\_\_\_ **Check here if the parent(s) are unable to use the IRS Data Retrieval Tool in FAFSA, and will submit to the school 2015 IRS Tax Return Transcript(s).** Download and print, or request a copy of your 2015 IRS Tax Return Transcripts be mailed to your home at [www.irs.gov](http://www.irs.gov) or by calling 1-800-908-9946.  
\*Note: If you filed your 2015 taxes as Married Filing Separately, you must submit both you and your spouse's tax return transcript to the Financial Aid Office.
  
- \_\_\_\_\_ **Check here if the parent(s) did not work and had no income in 2015.** If parent(s) did not work and were not required to file, they must submit a Verification of Non-Filing letter. It must be obtained by completing and checking box 7 on the IRS Form 4506-T (form included) and mailing it to the IRS.
  
- \_\_\_\_\_ **Check here if the parent(s) earned income but did not file and were not required to file.** If parent(s) worked but were not required to file, they must submit 2015 W-2's and Verification of Non-Filing letter. The Verification of Non-Filing can be obtained by completing and checking box 7 on the IRS Form 4506-T (form included) and mailing it to the IRS.

**E. Sign this Worksheet** By my signature I certify 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

Saint Vincent College subscribes to a policy of equal opportunity and does not discriminate against any individual on the basis of race, color, sex, religion, age, veteran status, ethnic origin, or handicap in any of its programs, activities or employment decisions.

Mail to: Financial Aid Office, 300 Fraser Purchase Road, Latrobe PA 15650-2690. Fax: 724-805-2953