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2019-2020 Verification Worksheet - Dependent

Your 2019-2020 application for financial aid has been selected for verification. Submit the requested documentation detailed below as soon as possible. Processing of your financial aid file cannot continue, and no financial aid can be awarded until the required information has been received. The authority for Converse College to review the requested documents can be found in CFR Title 34, Part 668.

STUDENT NAME: _____ Converse ID: _____

Section 1: Household Information

List below the people your parent(s)* will support between July 1, 2019, and June 30, 2020. Be sure to include yourself, your parent(s) and their other dependent children. Include other people only if they lived with your parent(s) and received more than half their support from your parent(s) at the time you applied for financial aid and will continue to receive this support between July 1, 2019, and June 30, 2020. In addition, provide the name of the university or college for family members who will be attending **at least half-time** during the 2019-2020 academic year and who will be enrolled in a degree, diploma or certificate program. Always list yourself. Do not include the university or college for your parent(s).

**Parent(s) means your biological/adoptive parents if they are married to each other or are not married to each other and live together; the biological/adoptive parent with whom you live if your parents are divorced, separated or if one parent is deceased; or the biological/adoptive parent and stepparent with whom you live. Parent(s) does not mean grandparents, foster parents, aunts and uncles unless they have legally adopted you.*

Full Name of Family Member	Relationship to Student	Date of Birth (mm/dd/yy)	Age	Name of University or College Attending in 2019-2020
	Self			Converse College

Section 2: STUDENT'S Tax Return and Income Information

A. Tax Return Filers:

Instructions: Complete this section if the student filed a **2017** IRS income tax return(s). 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.ed.gov.

Check the box that applies:

- 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 has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2017 IRS income tax return information to the student's FAFSA.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2017 IRS Tax Return Transcript(s)**.
 - Check here if a **2017 IRS Tax Return Transcript(s)** is provided.
 - Check here if a **2017 IRS Tax Return Transcript(s)** will be provided later.

B. Tax Return Non-Filers:

Instructions: Complete this section if the student did not file and is not required to file a 2017 income tax return with the IRS.

Check the box that applies:

- The student was not employed and had no income earned from work in 2017. My signature on this form verifies I did not work and was not required to file a federal 1040 Form for 2017.
- The student was employed in 2017. **Please provide copies of all 2017 IRS W-2 forms issued to the student by her employers.**

Section 3: PARENT’S Tax Return and Income Information

A. Tax Return Filer:

Important Note: The instructions below apply to each parent included in the household. Notify the Financial Planning Office if the parents filed separate IRS income tax returns for 2017 or had a change in marital status after December 31, 2017.

Instructions: Complete this section if the parents filed a 2017 IRS income tax return(s). 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.ed.gov.

Check the box that applies:

- The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2017 IRS income tax return information into the student’s FAFSA.
- The parents have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2017 IRS income tax return information into the student’s FAFSA.
- The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2017 IRS Tax Return Transcript(s)**.
 - Check here if a **2017 IRS Tax Return Transcript(s)** is provided.
 - Check here if a **2017 IRS Tax Return Transcript(s)** will be provided later.

B. Tax Return Non-Filer:

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents did not file and are not required to file a 2017 income tax return with the IRS.

Check the box that applies:

- Neither parent was employed and neither had income earned from work in 2017. The signature(s) below verifies the parent(s) did not work and are not required to file a federal 1040 Form for the 2017 tax year. **Parents who did not file taxes in 2017 must provide a "Statement of Non-Filing" letter from the Internal Revenue Service.**
 - Check here if confirmation of non-filing is provided.
 - Check here if confirmation of non-filing will be provided later.
- One or both parents were employed in 2017. **Please provide copies of all 2017 IRS W-2 forms issued to the parents by their employers.**

Section 4: Certifications, Signatures and Contact Information

By signing this *Verification Worksheet*, I (we) certify that all information reported to qualify for federal financial assistance is complete and correct. At least one parent must sign.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

Student’s Mailing Address: _____

Street	City	State and Zip
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Student’s Telephone Numbers: _____

Home	Work	Cell
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Parent’s Telephone Numbers: _____

Home	Work	Cell
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WARNING: If you purposely give false or misleading information on this form, you may be fined, sentenced to jail or both.