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## 2019-2020 Verification Worksheet - Independent

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 that you and/or your spouse (if married) will support between July 1, 2019, and June 30, 2020. Be sure to include yourself, your spouse and your dependent children. Include other people only if they lived with you and received more than half their support from you and/or your spouse 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.

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 (and SPOUSE’S) Tax Return and Income Information

**A. Tax Return Filers:**

**Important Note:** The instructions below apply to the student and spouse (if the student is married). Notify the Financial Planning Office if the student or spouse 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 student filed a **2017** IRS 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.ed.gov.

**Check the box that applies:**

- The student (and spouse) 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 (and spouse) 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 (and spouse) 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:**

**Important Note:** The instructions below apply to the student and spouse (if the student is married).

**Instructions:** Complete this section if the student (and spouse, if married) did not file and are not required to file a 2017 income tax return with the IRS.

**Check the box that applies:**

- The student (and spouse) was not employed and had no income earned from work in 2017. The signatures on this form verifies the student (and spouse) did not work and were not required to file a federal 1040 Form for 2017.
- The student (and spouse) was employed in 2017. **Please provide copies of all 2017 IRS W-2 Forms issued to the student (and spouse) by 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:** \_\_\_\_\_

**Student's Mailing Address:** \_\_\_\_\_

**Street** \_\_\_\_\_ **City** \_\_\_\_\_ **State and Zip** \_\_\_\_\_

**Student's Telephone Numbers:** \_\_\_\_\_

**Home** \_\_\_\_\_ **Work** \_\_\_\_\_ **Cell** \_\_\_\_\_

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