

## 2019-2020 Verification Worksheet - Dependent

**Your FAFSA has been selected for a review process called “Verification.”**

### What is Verification?

Verification is a process to confirm the information you provided on the FAFSA. Normally the U. S. Department of Education selects those FAFSAs the school must verify. The school may also select files to be verified.

### Can I still receive aid?

You cannot receive aid until Verification is completed.

### What must I do to complete Verification?

You must complete this Verification Worksheet and submit all requested information to Lourdes Financial Aid Office (FAO). All forms and documentation must be received at the same time, as one package, at the FAO. Incomplete packages cannot be reviewed and will be returned.

### How long does the Verification process take?

- After you have turned in your complete package of information to Lourdes FAO, the package will be reviewed by FAO’s Verification team.
- During this review, the team may need to contact you to clarify information or ask for additional documentation. Then the team can finalize the review and transmit the verified data to the U.S. Department of Education (DOE).
- DOE receives, processes, and returns a response to you in the form of an updated Student Aid Report (SAR) and also notifies Lourdes FAO. This is normally about 5 business days.
- Lourdes FAO will then review the information returned from the DOE and adjust your aid, if needed. If your aid package has changed a revised award will be created within 5 business days. Check your Web Self Service account on the Lourdes Portal.

Federal IRS Tax Transcripts are now required if you did not pull your IRS federal tax information over to your FAFSA using the IRS Data Retrieval Tool when you filed your FAFSA online.

- You must contact the IRS and request an IRS Tax Transcript. The transcripts must be sent to you. **DO NOT HAVE TAX TRANSCRIPTS SENT/FAXED DIRECTLY FROM THE IRS TO LOURDES FAO**
- Submit required IRS Tax Transcripts with all other forms and documents requested to Lourdes FAO so your Verification package is complete when received. Incomplete packages cannot be processed.



If you did NOT file taxes, you will need to request the VERIFICATION OF NON-FILING form from the IRS. The verification of non-filing is required if you indicated that you did not file on your FAFSA.

- You must contact the IRS and request an IRS Verification on Non-Filing. The verification must be requested online or by using Form 4506-T.

### **HOW TO ORDER YOUR TAX TRANSCRIPT OR VERIFICATION OF NON-FILING**

The easiest way is going online and filling out the electronic form at [www.irs.gov](http://www.irs.gov). Select “[Get Transcript of Your Tax Records](#)” and you can request your transcripts by mail or online. Or telephone 1-800-908-9946, this may take longer.

- Make sure to request the “IRS tax return transcript” (not the “*IRS tax account transcript.*”) or the “Verification of non-filing”.
  - To request the verification of non-filing through the IRS you will need to select ‘get transcript online’. You will need a credit card number, or the loan number for your home or car loan in order to use this option.
- Do not have the IRS Tax Transcript sent to Lourdes FAO
- You must turn in all verification documents in together, including IRS Tax Transcripts



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## 2019-2020 Verification Worksheet - Dependent

Your FAFSA has been selected by the U.S. Department of Education for a review process called “Verification.” **Verification must be completed before your financial aid can be finalized and before any aid will be credited to your student account.** If there are differences between your FAFSA and this information, we will update your FAFSA, recalculate your aid eligibility, and notify you of the revision

**INSTRUCTIONS:** All supporting documents must be included with this form. Incomplete form/documentation cannot be accepted and will be returned. Verification cannot be completed until all requested documents are received and reviewed. Your aid cannot be processed until verification is completed. Please complete ALL sections of this worksheet, attach ALL requested documentation, sign and return to Lourdes Financial Aid Office (FAO).

### Step 1 – Student Information

Student’s Last Name	First Name	Middle Initial
Student Home Address	Lourdes Student ID#	
City,	State,	ZIP
Phone number (include area code)		

### Step 2 - Household Information

**Dependent Students:** List the persons in your parent(s)’ household. Include:

- Yourself and your parent(s) (including stepparent) even if you don’t live with your parent(s)
- Your parent(s) other dependent children, if your parents will provide more than half of their support from July 1, 2019 through June 30, 2020, or they would be required to give parental information when applying for Federal Student Aid.
- 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 from July 1, 2019 through June 30, 2020
- **Include** the name of college for any household member, excluding your parent(s), who will be enrolled at least half-time in a degree or certificate program between July 1, 2019 and June 30, 2020.

(If more space is needed attach a separate page with student name and student Social Security Number or Lourdes ID on it.)

	Family Member’s Name	Age	Relationship to Student	Name of University/College
1			Self	Lourdes University
2				
3				
4				
5				
6				
7				
8				
9				

**Step 3 – Student Income Information to be Verified** *Select: 1. Tax Return Filer, or 2. Non-filer of Tax Return below*

**1. TAX RETURN FILER—Important Note:** If the student filed, or will file, an **amended** 2017 IRS tax return, the student must contact Lourdes Financial Aid Office (FAO) before completing this section.

**Instructions:** Complete this section if the student, filed or will file a 2017 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student has not already used the tool when he/she completed the FAFSA, go back into FAFSA.gov, log into the student’s FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2017 IRS income tax information into the student’s FAFSA.*

**NOTE:** *It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.*

**Check the item below that applies:**

\_\_\_\_\_ The student has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2017 IRS income information into the student’s FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. **If you use the IRS Data Retrieval Tool on FAFSA you do not need to turn in Tax Transcripts.** (Note: *IF YOU MAKE ANY CHANGES ON THE IRS INFORMATION YOU WILL BE REQUIRED TO PROVIDE A COPY OF YOUR 2017 IRS TAX TRANSCRIPT.*)

\_\_\_\_\_ The student has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2017 IRS income information into the student’s FAFSA once the student has filed a 2017 IRS tax return. (See instructions above for information on how to use the IRS Data Retrieval Tool.) *Lourdes cannot complete your verification process until the IRS information has been transferred into the FAFSA. (Note: IF YOU MAKE ANY CHANGES ON THE IRS INFORMATION YOU WILL BE REQUIRED TO PROVIDE A COPY OF YOUR 2017 IRS TAX TRANSCRIPT.)*

\_\_\_\_\_ The student is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, therefore I have attached a copy of the **2017 IRS tax return transcript** to this worksheet. (Copies of income tax return forms are not acceptable.) *It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.*

**2. NON-FILER of TAX RETURN FILERS**— Select one options from this section if the student, will not file and is not required to file a 2017 income tax return with the IRS. You will need to request a ‘Verification of Non-filing’ letter online from the IRS. You can do this on the IRS website.

\_\_\_\_\_ Student was not employed and had no income earned from work in 2017. Verification of non-filing attached

\_\_\_\_\_ I did work in 2017 but will not file a federal tax return. **Complete the table below and attach all W2 forms and Verification of non-filing letter.**

(If more space is needed, attach a separate page with your name and Social Security Number or Lourdes ID on it)

Student’s Employer Name(s)	2017 Amount Earned	Is IRS W2 Attached? <i>Yes or No</i>	Verification of non-filing attached? <i>Yes or No</i>

**Step 4 – Parent’s Income Information to be Verified** *Select 1. Tax Return Filer, or 2. Non-filer of Tax Return below*

**Note:** If two parents were reported in Step 2 of this worksheet, the instructions and certifications below refer and apply to both parents.

1. TAX RETURN FILER—**Important Note:** If the student’s parent(s) filed, or will file, an **amended** 2017 IRS tax return, the student must contact Lourdes Financial Aid Office (FAO) before completing this section.

**Instructions:** Complete this section if the student’s parent(s) filed or will file a 2017 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student’s parent(s) has not already used the tool, the parent and the student should go to FAFSA.gov, log in to the student’s FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2017 IRS income tax information into the student’s FAFSA.*

**NOTE:** *It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about whether or how to use the IRS Data Retrieval Tool see the student’s financial aid administrator.*

**Check the item below that applies:**

\_\_\_\_\_ The student’s parent has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2017 IRS income information into the student’s FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *In this case, Lourdes will use the IRS information that was transferred to complete your verification process. You do not need to turn in Tax Transcripts.*

\_\_\_\_\_ The student’s parent has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2017 IRS income information into the student’s FAFSA once the student has filed a 2017 IRS tax return. (See instructions above for information on how to use the IRS Data Retrieval Tool.) *Lourdes cannot complete your verification process until the IRS information has been transferred into the FAFSA..*

\_\_\_\_\_ The parent is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, therefore I have attached a copy of the **2017 IRS tax return transcript** to this worksheet. (Copies of income tax return forms are not acceptable.) *It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.*

**2. NON-FILER of TAX RETURN FILERS**— Select one options from this section if the student, will not file and is not required to file a 2017 income tax return with the IRS. You will need to request a ‘Verification of Non-filing’ letter online from the IRS. You can do this on the IRS website.

\_\_\_\_\_ Parent was not employed and had no income earned from work in 2017. Verification of non-filing attached

\_\_\_\_\_ Parent did work in 2017 but will not file a federal tax return. **Complete the table below and attach all W2 forms and Verification of non-filing letter.**

(If more space is needed, attach a separate page with your name and Social Security Number or Lourdes ID on it)

Parent’s Employer Name(s)	2017 Amount Earned	Is IRS W2 Attached? <i>Yes or No</i>	Verification of non-filing attached? <i>Yes or No</i>

**Step 5 – High School Completion Status**

Provide **one** of the following documents that indicate the student’s high school completion status when the student will begin college in 2019–2020:

- A copy of the student’s high school diploma.
- A copy of the student’s final official high school transcript that shows the date when the diploma was awarded.
- A copy of the student’s General Educational Development (GED) certificate or GED transcript.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree.
- If State law requires a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
- If State law does not require a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student’s parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.

If the student is unable to obtain the documentation listed above, he or she must contact the financial aid office.

**Step 6 – Identity and Statement of Educational Purpose (To Be Signed at the Institution)**

The student must appear in person at Lourdes University to verify his or her identity by presenting valid government-issued photo identification (ID), such as, but not limited to, a driver’s license, other state-issued ID, or passport. The institution will maintain a copy of the student’s photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student’s ID.

**In addition, the student must sign, in the presence of the institutional official, the following:**



**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this  
(Print Student’s Name)

Statement of Educational Purpose and that the federal student financial assistance

I may receive will only be used for educational purposes and to pay the cost of attending  
Lourdes University for 2019–2020.

\_\_\_\_\_  
(Student’s Signature) (Date)

\_\_\_\_\_  
(Student’s ID Number)

**Step 7 – Certifications and Signatures**

*By signing this form, I affirm that all information on this form and any attachments are complete and accurate to the best of my knowledge. If requested, I agree to provide documentation to support the information I have provided on this form. I understand that if I purposely give false or misleading information on this worksheet it may be cause for denial, reduction, withdrawal, and/or repayment of financial aid, and I may be subject to a fine, imprisonment or both, under provisions of the United States Criminal Code.*

\_\_\_\_\_  
**Student Signature (Required)**

\_\_\_\_\_  
**Parent Signature (Required)**

**HOW TO ORDER YOUR TAX TRANSCRIPT**

The easiest way is going online and filling out the electronic form at [www.irs.gov](http://www.irs.gov) under ‘Tools’ select/click ‘Get a Tax Transcript’ then under item ‘3’ select the electronic form. Or telephone 1-800-908-9946, this may take longer.

- Make sure to request the “IRS tax return transcript” (not the “IRS tax account transcript.”)
- Do not have the IRS Tax Transcript sent to Lourdes FAO
- You must turn in all verification documents in together, including IRS Tax Transcripts

**HOW TO ORDER YOUR VERIFICATION OF NON-FILING**

The easiest way is going online and filling out the electronic form at [www.irs.gov](http://www.irs.gov) under ‘Tools’ select/click ‘Get a Tax Transcript’ then select to ‘Get transcript online’. You can also complete the Form 4506-T and send it in to the IRS to request this.

- Make sure to request the “Verification of Non-Filing”
- You must turn in all verification documents in together, including verification of non-filing.

*Submit this worksheet to Lourdes Financial Aid Office (FAO)  
6832 Convent Blvd. Sylvania, Ohio 43560  
Phone: 419-824-3732 Fax: 419-517-8921  
Email: [financialservices@lourdes.edu](mailto:financialservices@lourdes.edu)*