

**2019-2020
Dependent Verification Worksheet**

Your 2019–2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The Office of Financial Aid Services is required to compare the information reported on your FAFSA with any other required financial documents (***This takes a minimum of 7 to 10 business days***). Federal law requires this before awarding federal student aid.

- **Bring this worksheet**, with all five steps below completed and signed to the Answer Center. Attach any required documentation.
- To obtain a copy of an **IRS Tax Return Transcript**, contact Internal Revenue Services (IRS) at www.irs.gov or **1-800-908-9946**. For a copy of an **IRS Verification of Non-filing** visit www.irs.gov or submit to IRS a 4506T-EZ (check box 7) or 4506-T Form. If you attempt to obtain this form and are unable to do so, submit Valencia’s **Verification of Non Filing Form**.
- If there are differences, your FAFSA information may need to be corrected by the Office of Financial Aid Services.
- The Office of Financial Aid Services may ask for additional information.
- If you have questions about verification, visit the Answer Center on your campus as soon as possible so that your financial aid will not be delayed.

Step 1: Student Information

LAST NAME	FIRST NAME	M.I.	VALENCIA ID#
HOME PHONE (INCLUDE AREA CODE)	DATE OF BIRTH		

Step 2: How many people are in your household? Include:

1. **Yourself**, even if you don’t live with your parents.
2. **Your parents**, whose information you provided on the 2019-2020 FAFSA, including step-parents.
3. **Your parents other child(ren) if,**
 - your parents will provide more than half of their support between July 1, 2019 and June 30, 2020, or
 - the child is required to provide parental information if they were completing a FAFSA for 2019-2020
 - even if they don’t live with your parents.
4. **Other people**, if they now live with your parents and will continue to receive more than half their support from them between July 1, 2019 and June 30, 2020.
5. **College to be attended:** write the name of the college for any family member listed below who will be attending college at least half-time between July 1, 2019 and June 30, 2020 and will be enrolled in a degree or certificate program

Full Name	Age	Relationship to student	College to be attended during 2019-2020
<i>Example: John Doe</i>	19	Self	Valencia College

If you need more space, attach a separate page

Step 3: Income Information

STUDENT	PARENT(s)
<i>Check ONE of the four options.</i>	<i>Check ONE of the four options.</i>
<input type="checkbox"/> The IRS Data Retrieval Tool in FAFSA on the web was used to transfer students 2017 income tax return.	<input type="checkbox"/> The IRS Data Retrieval Tool in FAFSA on the web was used to transfer my parent(s) 2017 income tax return.
<input type="checkbox"/> Student will provide 2017 IRS Tax Return Transcript, signed Tax Returns , Foreign Tax Return, Puerto Rico/U.S. territory, or Freely Associated States Tax Return.	<input type="checkbox"/> Parent(s) will provide 2017 IRS Tax Return Transcript, signed Tax Returns , Foreign Tax Return, Puerto Rico/U.S. territory, or Freely Associated States Tax Return.
<input type="checkbox"/> Student <u>did not work</u> in 2017.	<input type="checkbox"/> Parent(s) <u>did not work</u> in 2017 and will provide a 2017 IRS Verification of Non-filing or other acceptable documentation.
<input type="checkbox"/> Student had income <u>earned from work</u> but was not required to file a 2017 Federal Income Tax Return. <ol style="list-style-type: none"> 1. Provide all 2017 W-2's forms or equivalent documents for each source of employment income. 2. List all 2017 sources of income earned from work and annual amount of income for each. 	<input type="checkbox"/> Parent(s) had income <u>earned from work</u> but was not required to file a 2017 Federal Income Tax Return. <ol style="list-style-type: none"> 1. Provide all 2017 W-2's forms or equivalent documents for each source of employment income and students 2017 IRS Verification of Non-filing or other acceptable documentation. 2. List all 2017 sources of income earned from work and annual amount of income for each.
Employer: _____ Annual Amount \$ _____	Employer: _____ Annual Amount \$ _____
Employer: _____ Annual Amount \$ _____	Employer: _____ Annual Amount \$ _____
Employer: _____ Annual Amount \$ _____	Employer: _____ Annual Amount \$ _____

Step 4: Untaxed Income	STUDENT	PARENT(s)
Payments to tax-deferred pensions and retirement savings plans, paid directly or withheld from earnings in 2017.	\$ _____ <i>(Do not leave section in blank, use zero (\$0), if not applicable)</i>	\$ _____ <i>(Do not leave section in blank, use zero (\$0), if not applicable)</i>

Step 5: Signature and Certification			
Each person signing below certifies that all of the information reported is complete and correct. The student whose information was reported on the FAFSA must sign and date. WARNING: If you purposely give false or misleading information, you may be fined, be sentenced to jail, or both.			
_____ Student Signature	_____ Date	_____ Parent Signature	_____ Date
_____ Student Print Name	_____ Valencia ID#	_____ Parent Print Name	
INTERNAL USE ONLY: Independent Verification Worksheet would satisfy requirement: VRWKST.			