



Student Financial Services | 715 North Avenue | New Rochelle, NY 10801
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Dependent Verification Worksheet 2018 - 2019

Any financial aid awarded prior to verification is tentative. Student Financial Services has the right after reviewing your verification information to request additional documentation and to change or cancel your awards. Changes in funding, administrative/technical errors, changes in application information, enrollment status or reclassification in residency will affect your financial aid award and may result in a revised financial aid award. You can monitor your verification status on your PeopleSoft "To Do" List. **All required verification documents must be submitted to and processed by Student Financial Services by July 15, 2018.**

A. Dependent Student's Information

Student's Last Name	Student's First Name and M.I.
Student's Date of Birth	Student's Email Address
Student's Street Address (include apt. no.)	City, State, Zip Code
Student's Home Phone Number	Student's Alternate or Cell Phone Number

B. Dependent Student's Family Information

List the people in your household. Include:

- Yourself
- Your parent(s) or step-parent
- Other children if your parent(s) provide more than half of their support from July 1, 2018 through June 30, 2019 and indicate if they will attend college for undergraduate study in 2018/2019 academic year
- Other people who now live with your parent(s), if your parent(s) will provide more than half of their support from July 1, 2018 through June 30, 2019

If more space is needed, attach a separate page with the Student's Name and Student ID# at the top.

Full Name	Age	Relationship	College	Will Be Enrolled At Least Half Time
Example: Amber Scott	18	Sister	General University	Yes

Important information regarding tax data and verification for students and parents:

- 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 www.FAFSA.ed.gov. If you are not eligible to use the DRT, please follow steps below to obtain a Federal Tax Return Transcript.
- The Dependent Verification Worksheet must be submitted whether or not you use the DRT.
- A Federal Tax Return Transcript is the only acceptable form of tax documentation if you are not eligible for the DRT. Please follow the below instructions to obtain a tax return transcript:
 - Get Transcript by Mail - Go to www.IRS.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."
 - Get Transcript ONLINE - Go to www.IRS.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Follow all authentication steps as required. Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."
 - Telephone Request – 1-800-908-9946
 - Paper Request Form – Go to www.IRS.gov to print IRS Form **4506T-EZ** or IRS Form **4506-T** and submit to the IRS
- When requesting tax return transcripts, use the Social Security Number (or the IRS individual taxpayer identification number) and the date of birth of the first person listed on the 2016 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2016 IRS income tax return). You may be eligible to print your tax return transcript upon account access. If not, your request will be mailed to you in 5-7 business days. If both parents filed separate 2016 returns, tax return transcript(s) must be provided for each parent.

C. Dependent Student's Income Information to Be Verified

Student 2016 Tax and Income Information: Please Check One

- The student has used the DRT **OR** The student has attached a **2016 IRS Tax Return Transcript(s)**

Student 2016 Non-Filers Section:

You must complete this section if you did not file and were not required to file a 2016 income tax return with the IRS:

I, _____, declare that I did not and was not required to file a tax return for 2016. If employed in 2016, I am listing below any employers and income earned in 2016, as well as providing the associated W2 forms for 2016.

Provide all copies of W2's issued for 2016.

Employer's Name/ Income Source	2016 Amount Earned	Was IRS W-2 Provided
Example: Dillon's Food Truck	\$3,013.83	Yes

Student Signature for Non-filers declaration: _____ **Date:** _____

D. Parent's Income Information to Be Verified

If two parents were reported in Section B of this worksheet, the instructions and certifications below ***refer and apply to both parents.***

Parent 2016 Tax and Income Information: Please Check One

The parent(s) have used the DRT **OR** The parent(s) have attached a **2016 IRS Tax Return Transcript(s)**

Parent 2016 Non-Filers Section: *Please complete if you did not file and were not required to file a 2016 income tax return with the IRS, in addition to providing the Non-Filers statement from the IRS for 2016.*

If the student's parent(s) did not file a tax return for 2016, he/she/they **MUST** obtain Non-Filers statement for 2016. You must provide documentation from the IRS dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS. Documentation includes a verification of non-filing letter from the IRS. See instructions on page 3. Also provide all copies of W2's issued for 2016.

Employer's Name/ Income Source	2016 Amount Earned	Was IRS W-2 Provided
Example: Dillon's Food Truck	\$3,013.83	Yes

G. Certification and Signatures

Each person signing this worksheet certifies 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: _____

Submit this worksheet to the financial aid administrator at your school. You should make a copy of this worksheet for your records.

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

****Verification of 2016 IRS Income Tax Return Information for Individuals with Unusual Circumstances****

-Verification of 2016 IRS Income Tax Return Information for Individuals Who Filed an Amended IRS Income Tax Return

If an individual filed an amended IRS income tax return for tax year 2016, provide both of the following:

A 2016 IRS Tax Return Transcript for the 2016 tax year; and

- A signed copy of the 2016 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.
 - **Verification of Non-filers for 2016 IRS Income Tax Return Information**
Visit www.irs.gov and follow steps to request a tax return transcript for 2016; or
- Complete form 4506-T Request for Tax Return Transcript (available at www.irs.gov) and mail/fax it to the address/fax number on the form
- Either option will generate a non-filers letter for tax year requested, provide this letter to SFS
 - **Verification of 2016 IRS Income Tax Return Information for Individuals Who Were Victims of IRS Identity Theft**
A victim of IRS identity theft who is not able to obtain a **2016 IRS Tax Return Transcript** must contact the IRS Identity Protection Specialized Unit at 1- 800-908-4490 to obtain a Tax Return Data Base View of 2016 IRS income tax return information (a TRDBV version transcript.)
- A statement signed and dated by the tax filer indicating that they were victims of IRS tax-related identity theft and that the IRS has been made aware of the tax-related identity theft.
 - **Verification of 2016 IRS Income Tax Return Information for Individuals Who Filed Non-IRS Income Tax Returns**
- An individual who filed or will file a 2016 income tax return with Puerto Rico, another U.S. territory (e.g., Guam, American Samoa, the U.S. Virgin Islands, the Northern Marianas Islands), or with a foreign country, must provide a signed copy of that 2016 income tax return(s).

** Other forms are available at www.iona.edu/onlineforms

** Other resources: Internal Revenue Service: www.irs.gov; 1-800-829-1040. FAFSA: www.fafsa.ed.gov; 1-800-4-FED-AID
Student Financial Services: www.iona.edu/Student-Life/Student-Financial-Services; 914-633-2497; sfs@iona.edu