



2019–2020 Verification Worksheet

Dependent Student

Your 2019-2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states that before awarding Federal Student Aid, we must ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information, the Dordt College (DC) Financial Aid Office will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the DC Financial Aid Office. If needed, the DC Financial Aid Office may ask for additional information. You or DC may need to make corrections electronically. A new Student Aid Report may be generated if changes are made. **A financial aid award will not be completed until this verification process is finished.** You can submit this information any time throughout the school year, but it must be completed within 30 days before the end of the 2019-20 school year in order for reprocessing to be completed if needed. If you have questions about verification, contact the Dordt College Financial Aid Office so your financial aid will not be delayed.

A. Dependent Student’s Information

Student’s Last Name	Student’s First Name	Student’s M.I.	Student’s Social Security Number
Street Address	City	State	Zip Code
Home Phone Number	Student’s Alternate or Cell Phone #		Student’s Email Address

B. Dependent Student’s Family Information

List below ALL the people in the parent’s household. Include:

- **The student**
- **The parents** (including a stepparent, if applicable), even if the student doesn’t live with the parents.
- The parents’ **other children** if the parents will provide more than half of the children’s support from July 1, 2019, through June 30, 2020, **or** the other children would be required to provide parental information if they were completing a FAFSA for 2019–2020. Include children who meet either of these standards, even if a child does not live with the parents.
- Other people if they now live with your parents and your parents **provide more than half of their support, and will continue to provide more than half of their support** through June 30, 2020.

List all family members and include the name of the college for any household member who will be enrolled at least half time, in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2019, and June 30, 2020. Don’t list college information for parents. *If more space is needed to list family members attach a separate page with the student’s name at the top.*

Full Name	Age	Relationship	College – If applicable	Will be Enrolled at Least Half Time 2019-2020
<i>Missy Jones(example)</i>	<i>18</i>	<i>Self</i>	<i>Central University</i>	<i>Yes</i>

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary education institutions is inaccurate. DV1

**C. Dependent Student’s Income Information to Be Verified – Complete either #1 or #2, not both.
NOTE: USE 2017 tax information.**

1. Tax Return FILERS—Important Note: If the student filed, or will file, an amended 2017 IRS tax return, was granted an extension, or was a victim of IRS tax-related identity theft, you must contact the Dordt College Financial Aid Office before completing this section.

Check the box that applies:

- The student has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2017 IRS income tax information into the student’s FAFSA.
- The student has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to transfer 2017 IRS income tax information into the student’s FAFSA. See enclosed instructions.
- The student is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and instead will provide Dordt College a **2017 IRS tax return transcript - Not a photocopy of the income tax return.** See enclosed instructions.
 - Check here if the student’s IRS tax return transcript(s) is attached to this worksheet.*
 - Check here if the student’s IRS tax return transcript(s) will be submitted to Dordt College later.*

If a student has filed a tax return, verification cannot be completed until either the IRS Data Retrieval tool has transferred tax information into the FAFSA or the IRS tax return transcript has been submitted.

Only complete this section if student did NOT file a tax return.

2. Tax Return NONFILERS*- Complete this section if the student will 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.
- The student was employed in 2017 and has listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form is attached. A copy of the 2017 W-2 forms is **required** if a W-2 was issued by employers. *List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student’s name at the top.* An explanation is needed if no W-2 is provided. We only need W-2s if student did not file an income tax form.

Employer’s Name	2017 Amount Earned	W-2 Attached?	If W-2 not provided, Explain why
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes(example)</i>	

D. Parent’s Income Information to Be Verified - Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

NOTE: USE 2017 tax information.

1. Tax Return FILERS—Important Note: If the student’s parent(s), filed or will file, an amended 2017 IRS tax return, was granted an extension, or was a victim of IRS tax-related identity theft, you must contact the Dordt College Financial Aid Office before completing this section.

Check the box that applies:

- The parents have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2017 IRS income information into the student’s FAFSA.
- The parents have not yet used the IRS Data Retrieval Tool, but **will use** the tool to transfer 2017 IRS income tax information into the student’s FAFSA. See enclosed instructions.
- The parents are unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and instead will provide Dordt College a **2017 IRS tax return transcript - NOT a photocopy of the income tax return.** See enclosed instructions.
 - Check here if the parent’s IRS tax return transcript(s) is attached to this worksheet.
 - Check here if the parent’s IRS tax return transcript(s) will be submitted to Dordt College later.

If parent(s) have filed a tax return, verification cannot be completed until either the IRS Data Retrieval tool has transferred tax information in the FAFSA or the IRS tax return transcript has been submitted to the college.

Only complete this section if parents did NOT file a tax return.

2. Tax Return NONFILERS* - Complete this section if the student’s parent(s) will not file and is not required to file a 2017 income tax return with the IRS.

Check the box that applies:

- The parent(s) was not employed and had no income earned from work in 2017.
- The parent(s) was employed in 2017 and has listed below the names of all the parent’s employers, the amount earned from each employer in 2017, and whether an IRS W-2 form is attached. A copy of the 2017 IRS W-2 form is **required** if a W-2 was issued to the parent(s) by employer(s). *List every employer even if they did not issue an IRS W-2. If no W-2, explain why. If more space is needed, attach a separate page with the student’s name and date of birth at the top. We only need W-s if parent(s) **did not** file an income tax return.*

Employer’s Name	2017 Amount Earned	IRS W-2 Attached?	If IRS W-2 not Provided, explain why
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>	

*Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2018 that indicates a 2017 IRS income tax return was not filed with the IRS or other relevant tax authority. See attached form and instructions for Nonfilers.

- ___ Check here if confirmation of nonfiling is provided.
- ___ Check here if confirmation of nonfiling will be provided later.

E. Certification and Signature

Each person signing below certifies that all the information reported on this form is complete and correct. The student and parent must sign this worksheet.

Student's Signature (Required)

Date (Required)

Parent's Signature (Required)

Date (Required)

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

*Do not mail this worksheet to the U.S. Department of Education.
You should keep a copy of this worksheet for your records.*

Return by mail, email or fax to:

**Dordt College Financial Aid Office
498 4th Ave NE
Sioux Center, IA 51250
or Fax: (712) 722-6035 Attn: Nancy Kingma
or Scan and email to nancy.kingma@dordt.edu**

We urge you to contact our office by phone if you have questions about what is required or how to complete this form. Please contact Nancy Kingma at (712) 722-6226 or toll free at 1-800-343-6738 opt. #2 or email nancy.kingma@dordt.edu

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