The Pennsylvania Institute of Technology V5

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 says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA.

To verify that you provided correct information, the financial aid advisor at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are any discrepancies, 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 financial aid advisor at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid advisor as soon as possible so that your financial aid will not be delayed.

STEP 1: DEPENDENT STUDENT'S INFORMATION

Student's Last Name **Student's First Name** **Student's M.I.**

Student's Social Security Number

Student's Street Address (include apt. no.)

Student's Date of Birth

City **State** **Zip Code**

Student's Email Address

Student's Home Phone Number (include area code)

Student's Alternate or Cell Phone Number

STEP 2: DEPENDENT STUDENT'S FAMILY INFORMATION

List below the people in your parent(s)' household. **Include:**

- Yourself and your parent(s) (including a step-parent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2019, through June 30, 2020, or if 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 they do not live with your parent(s).
- 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 through June 30, 2020.

Include the name of the college for any household member, **excluding your parent(s)**, 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.

- *If more space is needed, attach a separate page with the Student's Name and Social Security Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
Missy Jones (example)	*18*	*Sister*	*Central University*	*Yes*
		Self		

STEP 3: DEPENDENT STUDENT'S INCOME INFORMATION TO BE VERIFIED

Check the box that applies:

☐ 1. Student **did not** file a 2017 individual tax return with the IRS. Student was **NOT** employed and had no income earned from work in 2017.

☐ 2. Student **has** filed a 2017 tax return with the IRS, and used or will use the IRS Data Retrieval Tool on the initial FAFSA or when making FAFSA corrections **OR** student did NOT use the IRS Data Retrieval Tool and will NOT make FAFSA correction, but instead WILL submit 2017 TAX TRANSCRIPT. ***Income verification must be completed by use of the IRS Data Retrieval Tool within the FAFSA (If applicable)***.

☐ 3. Student was employed in 2017, but was not required to file a Federal tax return with the IRS. List below the names of all the student's employers and the amount earned from each employer in 2017. **Attach copies of all 2017 W-2 forms issued to the student by employers.** *List every employer even if they did not issue an IRS W-2 form.*

Employer's Name	2017 Amount Earned	IRS W-2 Attached?

Important Note: If the student filed, or will file, an amended 2017 IRS tax return, the student must contact the financial aid advisor at the campus in order to complete this section.

STEP 4: PARENTAL 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.

Check the box that applies:

☐ 1. Parent(s) **did not** file a 2017 individual or joint tax return with the IRS. Parent(s) was **NOT** employed and had no income earned from work in 2017. ***Note: If parent(s) are married, with one parent having zero income and parent return is not filed jointly, the parent with zero income must sign a non-filing statement.***

☐ 2. Parent(s) **has** filed a 2017 tax return with the IRS, and used or will use the IRS Data Retrieval Tool on the initial FAFSA or when making FAFSA corrections **OR** parent(s) did NOT use the IRS Data Retrieval Tool to complete the FAFSA and will NOT make FAFSA correction, but instead WILL submit a 2017 TAX TRANSCRIPT. ***Income verification must be completed by use of the IRS Data Retrieval Tool within the FAFSA (If applicable)***.

☐ 3. Parent(s) was employed in 2017, but was not required to file a Federal tax return with the IRS. List below the names of all the parent(s) employers and the amount earned from each employer in 2017. **Attach copies of all 2017 W-2 forms issued to the parent(s) by employers.** *List every employer even if they did not issue an IRS W-2 form*

Employer's Name	2017 Amount Earned	IRS W-2 Attached?

Important Note: If the parent(s) filed, or will file, an amended 2017 IRS tax return, the parent(s) must contact the financial aid advisor at the campus in order to complete this section.

STEP 5: FOOD STAMP BENEFITS – CALENDAR YEAR 2017 and/or 2018

Did someone in the student's household (listed in STEP 2) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2017 and/or 2018 calendar years?

☐ **No** – Continue to Step 6

☐ **Yes** –One of the persons listed in STEP 2 of this worksheet received SNAP benefits during the 2017 and/or 2018 calendar years.

STEP 6: CHILD SUPPORT PAID – CALENDAR YEAR 2017

Did your parent(s) pay child support in 2017?

☐ **No –** Continue to Step 7

☐ **Yes,** Please certify the following:

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was paid	Amount of Child Support Paid in 2017

STEP 7: IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE

The student **must** meet with the Financial Aid Department in person and present the following documentation to verify the applicant's identity. Below are the items needed during the meeting.

☐ A valid government-issued photo identification, such as but not limited to a driver's license, non-driver's military identification or passport; and

☐ A signed statement certifying that the Federal student financial assistance received will only be used for educational purposes.

Note: School will provide the Statement of Educational Purpose that will need to be signed in person by the student.

STEP 8: CERTIFICATION AND SIGNATURES

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

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.
The student and at least one parent must sign and date.

_____ _____
Student's Signature Date

_____ _____
Parent's Signature Date