



2018-19 DEPENDENT STUDENT FAFSA VERIFICATION WORKSHEET

Your 2018-19 Free Application for Federal Student Aid (FAFSA) has been selected for review in a process called “Verification.” Federal law says that as part of the process of awarding federal student aid, Seattle University must ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information, Seattle University’s Student Financial Services 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. If you have questions about verification, contact Student Financial Services at 206-220-8020 or email financialservices@seattleu.edu as soon as possible so that your financial aid will not be delayed.

Instructions:

1. Complete the following items in ink. Please print.
2. Complete and sign (you and a parent) the worksheet.
3. Using the contact information at the top of this page, mail, scan and email, or fax the completed, signed worksheet to the Student Financial Services Office.

SECTION A: STUDENT INFORMATION

Check One: Continuing SU Student New Undergraduate Student New Graduate Student

| | | | |
|---|------------|----------|---------------------------------|
| Last Name | First Name | M.I. | SU Student ID |
| Street Address (include apartment number) | | | Student’s Date of Birth |
| City | State | Zip Code | Student’s Email Address |
| Area Code and Home Phone Number | | | Area Code and Cell Phone Number |

SECTION B: FAMILY INFORMATION

List below the name, age, and relationship of the people in the parents’ household. Include:

- The student and the parent(s) (including a stepparent), even if the student does not live with the parents.
- The parents’ other children if the parents will provide more than half of the children’s support from July 1, 2018, through June 30, 2019, or if the other children would be required to provide parental information if they were completing a FAFSA for 2018–2019. 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 the parents and the parents provide more than half of the other person’s support, and will continue to provide more than half of that person’s support through June 30, 2019.

Number in College: Include in the space below information about any household member, excluding your parent(s), who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2018, and June 30, 2019, and include the name of the college. *If more space is needed, attach a separate page with the student’s name and SU ID Number at the top.*

| Full Name | Age | Relationship | College | Will be enrolled at least half time? |
|-----------------------------|-----------|---------------|---------------------------|--------------------------------------|
| <i>EXAMPLE: Missy Jones</i> | <i>18</i> | <i>Sister</i> | <i>Central University</i> | <i>Yes</i> |
| | | <i>Self</i> | <i>Seattle University</i> | |
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SECTION C: STUDENT'S INCOME INFORMATION

Did you file 2016 Federal Income Taxes?

- YES: Complete Option #1**
- NO: Proceed on to complete Option #2**

OPTION 1 for TAX FILERS: Provide the information below **IF THE STUDENT WAS REQUIRED TO FILE A 2016 TAX RETURN.**

Important Note: The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2016, amended taxes, or had a change in marital status after December 31, 2016.

Instructions: Complete this section if the student and spouse filed or will file a 2016 IRS income tax return(s). *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 FAFSA.gov.* In most cases, no further documentation is needed to verify 2016 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS DRT in *FAFSA on the Web*, but **will use** the tool to transfer 2016 IRS income tax return information into the student's FAFSA once the 2016 IRS income tax return has been filed.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2016 IRS Tax Return Transcript(s)**. You may obtain a copy of your Tax Return Transcript by going to www.irs.gov and selecting "Get Your Tax Record" or by phone at 1-800-908-9946.
- 2016 IRS Tax Return Transcript is attached with this document for submission.

OPTION 2 for NON-FILERS: Provide the information below **IF THE STUDENT WAS NOT REQUIRED TO FILE A 2016 TAX RETURN**

The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and spouse will not file and are not required to file a 2016 income tax return with the IRS.

Check the box below that applies:

- The student and spouse was not employed and had no income from work in 2016.
- The student and/or spouse were employed in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form or an equivalent document is provided. [**Provide copies of all 2016 IRS W-2 forms issued to the student and spouse by their employers**]. List every employer even if the employer did not issue an IRS W-2 form.

| Employer's Name | 2016 Amount Earned | IRS W-2 Attached |
|---------------------------------------|--------------------|------------------|
| <i>EXAMPLE: Suzy's Auto Body Shop</i> | <i>\$2,000.00</i> | <i>Yes</i> |
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SECTION D: PARENTAL INCOME INFORMATION

Did you file 2016 Federal Income Taxes?

- YES: Complete Option #1**
- NO: Proceed on to complete Option #2**

OPTION 1 for TAX FILERS: Provide the information below IF THE PARENT(S) WAS REQUIRED TO FILE A 2016 TAX RETURN.

Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2016, amended taxes, or had a change in marital status after December 31, 2016.

Instructions: Complete this section if the parents filed or will file a 2016 IRS income tax return(s). *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 FAFSA.gov.* In most cases, no further documentation is needed to verify 2016 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

- The parent(s) has used the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student's FAFSA.
- The parent(s) has not yet used the IRS DRT in *FAFSA on the Web*, but **will use** the tool to transfer 2016 IRS income tax return information into the student's FAFSA once the 2016 IRS income tax return has been filed.
- The parent(s) is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2016 IRS Tax Return Transcript(s)**. You may obtain a copy of your Tax Return Transcript by going to www.irs.gov and selecting "Get Your Tax Record" or by phone at 1-800-908-9946.
- 2016 IRS Tax Return Transcript is attached with this document for submission.

OPTION 2 for NON-FILERS: Provide the information below IF THE PARENT(S) WAS NOT REQUIRED TO FILE A 2016 TAX RETURN

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2016 income tax return with the IRS.

REQUIRED #1: Parent and/or Spouse must submit **IRS Verification of Non-filing Letter** or other confirmation of non-filing status from the IRS or relevant tax authority, dated on or after October 1, 2017. The letter can be obtained by using the IRS "Get Your Tax Record" tool at www.irs.gov, or by completing, printing, and mailing IRS Form 4506-T and checking box 7.

- Confirmation of non-filing is attached with this document for submission.
- Confirmation of non-filing will be provided later.

REQUIRED #2: Check the box below that applies

- The parent(s) was not employed and had no income from work in 2016.
- One or both parents were employed in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form or an equivalent document is provided. **[Provide copies of all 2016 IRS W-2 forms issued to the parents by their employers]**. List every employer even if the employer did not issue an IRS W-2 form.

Student's Name: _____

SU ID Number: _____

| Employer's Name | 2016 Amount Earned | IRS W-2 Attached |
|---------------------------------------|--------------------|------------------|
| <i>EXAMPLE: Suzy's Auto Body Shop</i> | <i>\$2,000.00</i> | <i>Yes</i> |
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SECTION E: 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 below.

WARNING:
Anyone giving false or misleading information on this worksheet may be fined, sentenced to jail, or both.

Student's Signature

Date

Parent's Signature **(Required)**

Date

*Please be sure to make a copy of this worksheet for your records.
Mail, scan and email, or fax the completed, signed worksheet to the SFS Office
using the contact information given at the top of the first page.*