



2018-2019 Verification Worksheet **Dependent Student**

Mail to: SVC Financial Aid Office, 300 Fraser Purchase Road, Latrobe PA 15650-2690. Fax 724-805-2953

Student Name: _____ **Student ID/last four of SSN:** _____

Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "Verification". In this process, Saint Vincent College is required to compare information from your FAFSA with your and your parent(s)' 2016 IRS Tax Return Transcripts and this form. **Federal aid cannot be awarded until the verification process has been completed.**

A. Family Information

List the people in your parent(s)' household between July 1, 2018 and June 30, 2019 including:

- Yourself, and your parent(s). If your parents are separated/divorced, list the parent that you reside with (if remarried, list stepparent as well)
- Your parent(s)' other children if your parent(s) will provide more than half of their support
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support

Write the names of all household members in the area below. Also write in the name of the college for all household members excluding parents who will be attending college between July 1, 2018 and June 30, 2019. If more space is needed, please attach a separate page with the student's name and ID Number at the top.

Full Name	Age	Relationship to student	Last 4 digits of SSN	College Attending (if at least half time)
		Self		Saint Vincent College

Indicate the *current* marital status for the parent(s) listed above.

Never married Married/Remarried Divorced/Separated Widowed Unmarried, and both parents living together
Date of Marital Status: ___ / ___

B. Dependent Student's Income Information to be Verified

Student must complete this section.

- _____ Check here if the student has used the IRS Data Retrieval Tool to transfer tax information into the FAFSA.
- _____ Check here if the student is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA, and will submit to the school a 2016 IRS Tax Return Transcript. Go to www.irs.gov, get transcript of your tax records, request a Tax Return Transcript. 1040's are not acceptable.
- _____ Check here if the student did not work and had no income in 2016.
- _____ Check here if the student earned income in 2016 but did not file and was not required to file a federal tax return. If you worked but were not required to file, you must submit 2016 W-2(s) to the financial aid office.

C. Parent(s)' Income Information to be Verified

Parent must complete this section.

- _____ Check here if the parent(s) has used the IRS Data Retrieval Tool to transfer tax information into the FAFSA.
- _____ Check here if the parent(s) is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA, and will submit to the school a 2016 IRS Tax Return Transcript. Go to www.irs.gov, get my tax record, request a Tax Return Transcript. 1040's are not acceptable.
- _____ Check here if neither parent worked and had no income in 2016. Parent must submit a Verification of Non Filing letter. Complete and submit the 4506-T (enclosed) to the IRS and they will send you the letter which you must submit to our office.
- _____ Check here if parent(s) earned income in 2016 but did not file and were not required to file a federal tax return. If parent(s) worked but were not required to file, they must submit 2016 W-2(s) and a Verification of Non Filing Letter. Complete and submit the 4506-T (enclosed) to the IRS and they will send you the letter which you must submit to our office.

D. Sign this Worksheet By my signature I certify that all of the information reported on this form is complete and correct.

Student Signature Date Parent Signature Date