



**DV1 Standard                      2019-2020 Verification Worksheet for Dependent Students**

As per federal regulation, IU must confirm the information you reported on your 2019-2020 Free Application for Federal Student Aid (FAFSA). To verify that you provided correct information we will compare our 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 must complete and sign this worksheet, attach any required documents, and submit them to Immaculata’s Financial Aid office. Please note that we may ask for additional information. If you have questions about verification, contact our office as soon as possible so that your financial aid processing will not be delayed.

**Submit this worksheet to:** Immaculata University, Office of Financial Aid, 1145 King Road, Lillian P. Lettiere Center 219, Immaculata, PA 19345; Email: [Finaid@immaculata.edu](mailto:Finaid@immaculata.edu) Fax: 484 395 0068.

**A. Dependent Student’s Information (please print)**

Student’s Last Name	First Name	Middle Initial	Last 4 Digits of student Social Security #
Student’s Street Address (include apt. #)			Student Date of Birth
City	State	Zip Code	Student Email Address
Student Home or Cell Phone Number with Area Code			Student Immaculata ID Number

**B. Dependent Student’s Family Information**

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

- Yourself and your parent(s) including stepparents
- 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.
- 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 # at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time

**C. Dependent Student's Income Information to be verified – Check the Box that applies:**

- I, the student will not file and am not required to file a 2017 income tax return with the IRS.  
**IMPORTANT NOTE:** The student must **also complete** and return a 2019-2020 Student Non-Filer Form **AND** obtain an IRS Verification of Non-filing Letter if requested by Financial Aid.
- I, the student have used the IRS Data Retrieval Tool in FAFSA on the web to retrieve and transfer 2017 IRS income information into the FAFSA, either on the initial FAFSA or when making corrections to the FAFSA. The student's school will use the IRS information that was transferred in the verification process.
- I, the student have not used the IRS Data Retrieval Tool in FAFSA on the web, but will use the tool to retrieve and transfer 2017 IRS income information onto the FAFSA. (See instructions below).
- I, the student am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the web and I will submit to the school a copy of my **2017 IRS Tax Return Transcript**. To obtain a free IRS tax return transcript, go to [www.irs.gov](http://www.irs.gov) and order a "Tax Return Transcript" or call 1-800-908-9946. Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript". You will need your Social Security Number, date of birth, and the address on file with the IRS. Adequate time from the date of filing your tax return (up to two weeks for IRS electronic filers, and up to eight weeks for paper IRS filers) is necessary prior to requesting an IRS tax return transcript. The IRS estimates allowing a minimum of 5 business days for your receipt of an available requested transcript.
  - Check here if the student's IRS tax return transcript is attached to this worksheet
  - Check here if the student's IRS tax return transcript will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.

**TAX RETURN FILERS and NON-FILERS– Important Note:** Copies of **all W-2's** are required.

**INSTRUCTIONS:** Go to [www.fafsa.gov](http://www.fafsa.gov), log into the student's FAFSA record and select "Make FAFSA Corrections" and navigate to the Financial Information section of the form. From there, follow the instructions to use the IRS Data Retrieval Tool to transfer 2017 IRS income tax information into the student's FAFSA.

**D. Parent's Income Information to be Verified - Check the Box that applies:**

- I, the parent(s), will not file and am not required to file a 2017 income tax return with the IRS.  
**IMPORTANT NOTE:** The parent(s) must **also complete** and return a 2017-2019 Student Non-Filer Form **AND** obtain an IRS Verification of Non-filing Letter by going to [www.irs.gov](http://www.irs.gov).
- I, the parent(s) have used the IRS Data Retrieval Tool in FAFSA on the web to retrieve and transfer 2017 IRS income information into the FAFSA, either on the initial FAFSA or when making corrections to the FAFSA. The student's school will use the IRS information that was transferred in the verification process.
- I, the parent(s) have not used the IRS Data Retrieval Tool in FAFSA on the web, but will use the tool to retrieve and transfer 2017 IRS income information onto the FAFSA. (See instructions below).
- I, the parent(s) am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the web and I will submit to the school a copy of my **2017 IRS Tax Return Transcript**. To obtain a free IRS tax return transcript, go to [www.irs.gov](http://www.irs.gov) and order a "Tax Return Transcript" or call 1-800-908-9946. Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript". You will need your Social Security Number, date of birth, and the address on file with the IRS. Adequate time from the date of filing your tax return (up to two weeks for IRS electronic filers, and up to eight weeks for paper IRS filers) is necessary prior to requesting an IRS tax return transcript. The IRS estimates allowing a minimum of 5 business days for your receipt of an available requested transcript.
  - Check here if the parent(s) IRS tax return transcript is attached to this worksheet
  - Check here if the parent(s) IRS tax return transcript will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.

**TAX RETURN FILERS and NON FILERS- Important Note:** Copies of **all W-2's** are required.

**INSTRUCTIONS:** Go to [www.fafsa.gov](http://www.fafsa.gov), log into the student's FAFSA record and select "Make FAFSA Corrections" and navigate to the Financial Information section of the form. From there, follow the instructions to use the IRS Data Retrieval Tool to transfer 2017 IRS income tax information into the student's FAFSA.

**E. Certification and Signature:** Each person signing this worksheet certifies that all of the information reported on this worksheet is complete and correct. The student and one parent must sign and date

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date