



## DEPENDENT VERIFICATION INSTRUCTION

1. **HOUSEHOLD and NUMBER IN COLLEGE** – Include in the space information about any household member 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, 2020, and June 30, 2021, and include the name of the college. List all people in the household in Section B, which include:
  - a. The student.
  - b. The student's parents (including a stepparent) even if the student doesn't live with the parents.
  - c. The parents' other children if the parent will provide more than half of the children's support from July 1, 2020, through June 30, 2021, or if the children would be required to provide parental information if they were completing a FAFSA for 2020-2021. Include children who meet either of these standards, even if a child does not live with the parents.
  - d. Other people if they now live with the parents and the parents provides 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, 2021.
2. **TAX FILER** – If the student and parent(s) filed or will file a 2018 IRS income tax return(s), and did not use the IRS Data Retrieval Tool when completing the FAFSA, then a **signed** copy of their Income Tax Returns or Tax Transcript(s) must be submitted for verification. *(If parents filed married but separate returns, both Income Tax Returns or Tax Transcripts must be provided.)* The best way to verify income is by using the **IRS Data Retrieval Tool (IRS DRT)** that is part of the FAFSA on the web at [www.fafsa.gov](http://www.fafsa.gov). In most cases, no further documentation is needed to verify 2018 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer. For student and parents who cannot utilize the IRS DRT, you can request an Income Tax Return Transcript from the IRS. **Please write student's ASU Campus ID on IRS letter/transcript.** To complete the verification process provide one of the following:
  - a. **Return to your FAFSA ([www.fafsa.gov](http://www.fafsa.gov)) and use the IRS Data Retrieval Tool (IRS DRT)**
  - b. **Provide your and/or your parent(s) 2018 Tax Return Transcript**
    - i. **Get ONLINE** – Go to [www.irs.gov/transcript](http://www.irs.gov/transcript), click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
    - ii. **Get Transcript by Mail** – Go to [www.irs.gov/transcript](http://www.irs.gov/transcript), click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
    - iii. **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days.
    - iv. **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. Transcript is generally received within 10 business day.
3. **NONTAX FILERS** – If the parent(s) will not file and are not required to file a 2018 tax return with the IRS. The parent(s) must provide documentation from the IRS dated on or after October 1, 2019 that indicates a 2018 income tax return was not filed with the IRS. **Please write student's ASU Campus ID on IRS letter.**
  - a. **Get Transcript by MAIL** – Go to [www.irs.gov/transcript](http://www.irs.gov/transcript), click "Get Transcript by MAIL." Make sure to request the "Verification of Non-filing Letter" and in the Tax Year field, select "2018." Transcript is generally received within 10 business day.
  - b. **Get Transcript ONLINE** – Go to [www.irs.gov/transcript](http://www.irs.gov/transcript), click "Get Transcript ONLINE." Make sure to request the "Verification of Non-filing Letter" and in the Tax Year field, select "2018." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
  - c. **Automated Telephone Request** – 1-800-908-9946, select "Option 2" and request an "IRS Verification of Non-filing Letter" and then enter "2018." Transcript is generally received within 10 business days.
  - d. **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. Transcript is generally received within 10 business days.



# 2020 – 2021 DEPENDENT STUDENT VERIFICATION WORKSHEET

Your 2020-2021 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called Verification. The law states before awarding Federal Student Aid, we may confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information, the financial aid administrator will compare your FAFSA with the information on this worksheet and with any other required documents. If there are 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 Office. We may require additional information. If you have questions about verification process, contact us as soon as possible so that your financial aid will not be delayed.

## Student's Information

First Name	Last Name	MI	ASU Campus ID	Date of Birth
Email			Home Phone Number	Cell Phone Number

## Household Size Information

Please complete the information below:

Name of Each Household Member (Include student, parents, children, others as applicable*)	Age	Relationship to Student	College or University Attending at least half-time
		Self	Angelo State University

\*Others refers to household members receiving 50% or more support from your parents.

Check this box if there are more than six (6) household members, and continue to list these members on a separate page with the student's name and ASU Campus ID at the top right corner

## Tax Return Filer Information

Official Tax Return Transcripts are required for verification unless the Data Retrieval Tool (DRT) was used on the FAFSA. **Important Note:** If the student or parent(s) filed, or will file, an amended 2018 IRS tax return, then please contact the Financial Aid Office before completing this section. Check the box that applies:

### Student

- Utilized the IRS Data Retrieval Tool in FAFSA.
- Attached a **signed** copy of 2018 Income Tax Return (including Schedule 1, 2, and 3 if applicable) or copy of 2018 IRS Tax Return Transcript.
- Unable to use IRS DRT will provide a **signed** copy of 2018 Income Tax Return (including Schedule 1, 2, and 3 if applicable) or copy of 2018 IRS Tax Return Transcript at later date.

### Parent(s)

- Utilized the IRS Data Retrieval Tool in FAFSA.
- Attached a **signed** copy of 2018 Income Tax Return (including Schedule 1, 2, and 3 if applicable) or copy of 2018 IRS Tax Return Transcript.
- Unable to use IRS DRT will provide a **signed** copy of 2018 Income Tax Return (including Schedule 1, 2, and 3 if applicable) or copy of 2018 IRS Tax Return Transcript at later date.

## Nontax Filer Income Information

Complete this section if the student and parent(s) are not required to file a 2018 Tax Return. Check the box that applies:

### Student

- Not employed and had no income earned from work in 2018.
- Filed 2018 Tax Return Extension. Please contact Financial Aid for more information.
- Worked in 2018 and provided all my W-2's. Complete the table below.

### Parent(s)

- Not employed and had no income earned from work in 2018 and providing IRS non-filer documentation.
- Filed 2018 Tax Return Extension. Please contact Financial Aid for more information.
- Worked in 2018 and provided all my W-2's. Complete the table below and provide IRS non-filer documentation.

Employer's Name	2018 Student Wages Earned	2018 Parent(s) Wages Earned

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2019 that indicates a 2018 IRS income tax return was not filed with the IRS. **Dependent Student not required to submit IRS non-filer documentation.**

By signing this form, we certify that all of the information reported on this worksheet is complete and true.

Student Signature \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.**