



# Standard Verification Worksheet (V1) 2019-2020

**Financial Aid Office**

Your 2019-2020 FAFSA was selected for a review process known as verification. This means that you are now required to complete and return this worksheet to Springfield College Financial Aid Office. We will compare your FAFSA data with the information provided on this worksheet. If there are differences we will update your FAFSA, and if necessary, recalculate your eligibility for federal and institutional aid. If you have any questions, please contact us at 413.748.3108 or for SPCS students: 413.748.3112 or via email @ [financialaid@springfieldcollege.edu](mailto:financialaid@springfieldcollege.edu).

## SECTION A: Student's Information

College ID: \_\_\_\_\_

Student's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Student's Street Address (include apt. number) \_\_\_\_\_ Student's Phone Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Student's Email Address \_\_\_\_\_

Student's marital status:  Single  Married  Separated Student Status: New student  Continuing student (circle one)

## SECTION B: Number of Household Members and Number in College

In the chart below please list the names, ages, and relationships of all household members. Include the name of the college for any household member (other than parents) who will be attending college, at least half-time between July 1, 2019 and June 30, 2020, and will be enrolled in a degree, diploma, or certificate program at an eligible postsecondary educational institution.

**Dependent students** (parents' data included on FAFSA): List the people in your parents' household including:

- Yourself, even if you don't live with your parents;
- Your parents (including step-parent); do not include non-custodial parent;
- Your parents' other dependent children if your parents will provide more than half of their support from July 1, 2019 through June 30, 2020, or if they would be required to give parental information when applying for federal student aid;
- Other people if they now live with your parents and your parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2020. Do not include foster children.

**Independent students** (parents' data not included on FAFSA): List the people in your household including:

- Yourself;
- Your spouse, if married;
- Your children, if you provide more than half of their support between July 1, 2019 through June 30, 2020;
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2019 through June 30, 2020. Do not include foster children.

Full Name	Age	Relationship	College (see qualifications above)
		<i>SELF</i>	<i>Springfield College</i>

Student's Name: \_\_\_\_\_

Student's ID Number: \_\_\_\_\_

**SECTION C: Verification of 2017 Income**

If you are single and a dependent student we will need to verify your and your parents' 2017 income (the parents are those who are listed on your FAFSA). If you are married, we need to verify your and your spouse's 2017 income. If you are single and an independent student we will need to verify your 2017 income. We CANNOT accept a copy of an actual tax return to verify income. Income may be verified by one of the methods listed below. Please review each of these methods to see if they apply to you, your parents', and/or your spouse:

- 1. If your parents filed a 2017 IRS income tax return, the best way to verify income is to request it through the data retrieval tool (DRT) on your 2019-20 FAFSA. Or you may need to request the IRS tax transcript by visiting their website (www.irs.gov). You will then need to upload the transcript to Springfield College on My Financial Aid.

**Check either:**

1A: Parent(s) filed a 2017 IRS income tax return and will request a Tax Return Transcript to verify 2017 income.

1B: Parent(s) was not employed and had no income from work in 2017 and was not required to and will not file a 2017 IRS income tax return.\*

**Please note that if you were able to use the Data Retrieval Tool (DRT) on the FAFSA to import your 2017 income and tax data onto the FAFSA you DO NOT need to request the IRS Tax Return Transcript.**

- 2. If you or your spouse filed a 2017 IRS income tax return, the best way to verify income is to request it through the data retrieval tool (DRT) on your 2019-20 FAFSA. Or you may need to request the IRS tax transcript by visiting their website (www.irs.gov). You will then need to upload the transcript to Springfield College on My Financial Aid.

2A: Student or spouse filed a 2017 IRS income tax return and will request a Tax Return Transcript to verify 2017 income.

If you or your spouse did not file, and were not required to and will not file a 2017 IRS income tax return, please check the appropriate boxes below that apply and follow the corresponding instructions:

2B: Student was not employed and had no income from work in 2017 and was not required to file a 2017 IRS income tax return.

2C: Student's spouse was not employed and had no income from work in 2017 and was not required to file a 2017 IRS income tax return.

2D: Student or spouse, were employed in 2017 and had earnings from work but were not required to file a 2017 IRS tax return. **If checked, please complete the non-tax filing statement below and attach all W-2's then continue to Section D.**

**\*Independent students or parents of dependent students who did not file (and were not required to file) a 2017 IRS income tax return will also need to provide documentation from the IRS that a return was not filed. You can obtain this by filing IRS form 4506-T and checking box #7 or requesting a 2017 Tax Transcript or a 2017 Tax Account Transcript that includes a message such as "no records of a return filed" or "no transcript on file".**

**NON-TAX FILING STATEMENT – to be completed only if the box to Question 2D in Section C above is checked**

Employer's Name	Amount earned by <u>Student Non-tax filer in 2017</u>	Amount Earned by <u>Parent Non-tax filer</u> (if dependent student) OR Amount Earned by <u>Spouse Non-tax filer</u> (if married student) – <b>in 2017</b>
	\$	\$
	\$	\$
	\$	\$

Student's Name: \_\_\_\_\_

Student's ID Number: \_\_\_\_\_

**IMPORTANT: If any information is listed in the non-tax filing statement on page #2 you must provide the financial aid office with all 2017 IRS W-2 forms issued to the student, spouse, or parents. List every employer even if the employer did not issue a W-2 form.**

**3. Additional Information:**

So that we can fully understand the student's family financial situation, please provide below information about any other resources, benefits, and other amounts received by the student and any members of the student's household. This may include items that were not required to be reported on the FAFSA or other forms submitted to the financial aid office, and include such things as federal veterans' education benefits, military housing, SNAP, TANF, etc.

**It is extremely important that this section and/or comments be completed if your income on the FAFSA is reported as zero or very low on the FAFSA. This section can document that the reported income is correct. If needed but left blank, we will need to follow up with another requested document.**

If more space is needed, please provide a separate page with the student's name and ID number at the top.

Name of Recipient	Type of Financial Support	Amount of Financial Support Received in 2017
		\$
		\$
		\$
		\$
		\$
		\$
		\$

Comments:

Student's Name: \_\_\_\_\_

Student's ID Number: \_\_\_\_\_

**SECTION D: Certification and Signatures**

Each person signing below certifies that all of the information reported is complete and accurate. The student and one parent whose information was reported on the 2019-2020 FAFSA must sign and date.

**Referral of Fraud Cases:** If we suspect that a student, employee, or other individual has misreported information or altered documentation fraudulently to obtain federal funds, we are required to report our suspicions and provide any evidence to the U.S. Office of Inspector General.

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

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's (or Spouse's) signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's email address

**2019-2020 INCOME VERIFICATION REQUIREMENTS**

**In addition to the Verification Worksheet we are also required to verify student, spouse and/or your parents' 2017 income as reported on your FAFSA.** Please use the following as a guide to assist us in your income verification process:

- In most cases, financial aid offices are no longer able to use data from actual tax returns to verify income. We can only use data provided directly from the IRS. Student and parents may help us verify income by using the IRS Data Retrieval tool (DRT) provided on the 2019-20 FAFSA or, by requesting the 2017 IRS Tax Return Transcript by visiting [irs.gov](http://irs.gov).
- Please note that we must verify both the student's income as well as the spouse or parents' income. If the student, spouse, or parent(s) had earnings from work in 2017 but was not required to complete a 2017 IRS income tax return, the student, spouse or parent(s) must provide their 2017 income information in the Non-Tax Filing Statement on the Verification Worksheet. In this case we will also need copies of the student's and parent's W-2 forms.

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**Please return the complete Verification Worksheet, any documentation for the Worksheet, and the Tax Return Transcript, if required, to the Financial Aid Office, Springfield College, 263 Alden Street, Springfield, MA 01109-3797. Or you may fax the documents to 413.748.3462. Please be sure that the student's name appears on any form you are sending us. You can also upload this document and other required documents through My Financial Aid.**

**If you have any questions, please contact us at 413.748.3108 or for SPCS students: 413.748.3112 or via email @ [financialaid@springfieldcollege.edu](mailto:financialaid@springfieldcollege.edu).**

Thank you for your assistance with the verification process.