

Student's Name _____

ID # _____

Carson-Newman University 2019-2020 Verification Worksheet Dependent Student

Your 2019-2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parent/stepparent reported on your FAFSA. To verify that you provided correct information, the financial aid administrator at your school 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. You and at least one parent/stepparent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed. **PLEASE COMPLETE IN BLUE OR BLACK INK. FORMS COMPLETED IN PENCIL WILL NOT BE ACCEPTED.**

A. Dependent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's Identification (ID) Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)			Student's Alternate or Cell Phone Number

B. Dependent Student's Family Information

List below the people in the parent/stepparent(s)' household whose information was included on the FAFSA (if your biological parent has remarried, then the stepparent must be included on the FAFSA). Include:

- Yourself and your parent/stepparent(s) even if you don't live with your parent/stepparent(s).
- Your parent/stepparent(s)' other children if your parent/stepparent(s) will provide more than half of their support from July 1, 2019, through June 30, 2020, or if the other children would be required to provide parent/stepparent information if they were completing a FAFSA for 2019-2020. Include children who meet either of these standards, even if they do not live with your parent/stepparent(s).
- Other people if they now live with your parent/stepparent(s) and your parent/stepparent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2020.

Include the name of the college/university for any sibling, 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 ID number at the top.*

Household Members	Age	Name	College/University Attending	Enrolled at Least Half Time (Y/N)
<i>Student</i>			<i>CNU</i>	
<i>Parent/Stepparent</i>			<i>N/A</i>	
<i>Parent/Stepparent</i>			<i>N/A</i>	
<i>Sibling</i>				
<i>Sibling</i>				
<i>Sibling</i>				
<i>Sibling</i>				
<i>Sibling</i>				
<i>Other</i>				
<i>Other</i>				

C. THIS SECTION ONLY APPLIES TO STUDENT AND PARENT 2017 TAX FILERS

Instructions: Complete this section if the student and/or parent filed a 2017 IRS income tax return. If the IRS Data Retrieval Tool (IRS DRT) was used when the FAFSA was initially filed and no changes were made to the transferred income information, then no additional income documentation is needed. If the student and/or parent did not use the IRS DRT option when the FAFSA was initially filed or the transferred information was changed or updated, then the student and/or parent must request a 2017 Tax Return Transcript directly from the IRS using one of the following options:

- **Get Transcript by MAIL** – Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript ONLINE** – Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax 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.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

Check the box that applies to STUDENT TAX FILER

- The **student** used/or will use the IRS DRT in FAFSA on the Web to transfer 2017 IRS income tax return information into the student's FAFSA.
- The **student** will provide the school with a copy of their **2017 IRS Tax Return Transcript**.

Check the box that applies to PARENT TAX FILER

- The **student's parent(s)/stepparent** used/or will use the IRS DRT in FAFSA on the Web to transfer 2017 IRS income tax return information into the student's FAFSA.
- The **student's parent(s)/stepparent** will submit to the student's school a copy of the parent/stepparent's **2017 IRS Tax Return Transcript**.

If the parent(s)/stepparent filed separate 2017 IRS income tax returns, the IRS DRT cannot be used and the 2017 IRS Tax Return Transcript(s) must be provided for each.

D. THIS SECTION ONLY APPLIES TO STUDENT AND PARENT 2017 NON-TAX FILERS

Check the box that applies to the STUDENT NON-TAX FILER

- The **student** was not employed and had no income earned from work in 2017.
- The **student** was employed in 2017 but did not meet the minimum amount required to file a 2017 tax return. Copies of 2017 W2's **must** be provided. If no employer W2 can be provided, please list below, the employer name, amount earned for 2017, and the reason it cannot be provided.

Employer's Name	2017 Amount Earned	Reason for Not Providing

Student's Name _____

ID # _____

Check the box that applies to the PARENT NON-TAX FILER

- Neither **parent/stepparent** was employed nor had any income earned from work in 2017.
- One or both **parent/stepparents** were employed in 2017 but did not meet the minimum amount required to file a 2017 tax return. Copies of all 2017 W2's **must** be provided. If an employer W2 cannot be provided, please list below, the employer name, amount earned in 2017, and the reason it cannot be provided.

Employer's Name	2017 Amount Earned	Reason for Not Providing

If you are a non-tax filing parent/stepparent, you must provide documentation from the IRS indicating a 2017 IRS income tax return was not filed. You will need to submit Form 4506-T to the IRS requesting your verification of non-filer letter. The form is located on the IRS web site under Forms & Instructions. You need to check Box 7 and the period requested will be 12/31/2017.

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/stepparent 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/Stepparent's Signature

Date

Parent/Stepparent's Email

Parent/Stepparent's Contact Phone #

***Do not mail this worksheet to the U.S. Department of Education.
Submit this worksheet to the financial aid administrator at your school.***

You should make a copy of this worksheet for your records.