

# 2017-2018 DEPENDENT VERIFICATION WORKSHEET

Southern Wesleyan University  
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[www.swu.edu](http://www.swu.edu)

Student's Last Name, First Name, M.I.

SWU ID # **OR** Last 4 digits Social Security Number

E-mail Address

Phone Number

## WHY MUST I COMPLETE THIS WORKSHEET?

Your 2017-2018 financial aid application has been selected for a review process called "verification." Federal law requires the applicant and his/her family to participate in the verification process, which is used to ensure the accuracy of the information reported on the student's Free Application for Federal Student Aid (FAFSA). When all information is received, it will be reviewed for accuracy, and conflicting or inconsistent information will be corrected. **Note: If you have applied for an extension for filing the 2015 Federal Tax Return, a copy of the approved extension must be submitted. No financial aid will be disbursed until all verification documents have been submitted.**

## *SECTION 1- Household Information*

Please list below the people your parent(s) will support *between July 1, 2017 and June 30, 2018*.

Include:

- Yourself, your custodial parents (including step-parent) and their dependent children. **DO NOT** include foster children.
- Other people ONLY if they live with your parents and receive more than half their support from your parent(s) now AND will continue to receive this support **through June 30, 2018**.
- The college/university attended by household members (excluding parents) who will be pursuing a degree at least halftime (usually 6 hours/semester) in 2017-18.

Full Name of Family Member <u>IN</u> Parents' Household (INCLUDING parents/siblings)	Relationship to Student	Age	Name of College/University in 2017-18
1. You, the student	Self		Southern Wesleyan University
2.			
3.			
4.			
5.			
6.			

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## *SECTION 2—Tax Income Information*

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1. DID YOU (THE STUDENT) HAVE ANY INCOME IN 2015? YES OR NO (CIRCLE ONE)

CHECK ONE BOX ONLY:

- CHECK HERE IF YOU FILED A 2015 FEDERAL TAX RETURN.
- CHECK HERE IF YOU WILL FILE A 2015 FEDERAL TAX RETURN.
- CHECK HERE IF YOU WILL NOT FILE AND ARE NOT REQUIRED TO FILE A FEDERAL TAX RETURN.

\$\_\_\_\_\_ IF THE STUDENT **DID NOT** FILE A TAX RETURN BUT HAD EARNINGS FROM WORK, LIST THE AMOUNT THE STUDENT EARNED. ENTER A ZERO IF NO EARNINGS. PROVIDE ALL W-2s, MISC-1099s, AND/OR SSA-1099 FORMS TO DOCUMENT YOUR EARNINGS IF YOU DID NOT FILE A RETURN.

2. DID YOUR PARENT(S) HAVE ANY INCOME IN 2015? YES OR NO (CIRCLE ONE)

CHECK ONE BOX ONLY:

- CHECK HERE IF YOUR PARENT(S) FILED A 2015 FEDERAL TAX RETURN.
- CHECK HERE IF YOUR PARENT(S) WILL FILE A 2015 FEDERAL TAX RETURN.
- CHECK HERE IF YOUR PARENT(S) WILL NOT FILE AND IS NOT REQUIRED TO FILE A FEDERAL TAX RETURN.

\$\_\_\_\_\_ IF THE PARENT(S) **DID NOT** FILE A TAX RETURN BUT HAD EARNINGS FROM WORK, LIST THE AMOUNT THE PARENT(S) EARNED. ENTER A ZERO IF NO EARNINGS. PROVIDE ALL W-2s, MISC-1099s, AND/OR SSA-1099 FORMS TO DOCUMENT YOUR EARNINGS IF YOU DID NOT FILE A RETURN.

**\*\*\* SEE LAST PAGE FOR INSTRUCTIONS ON OBTAINING A TAX TRANSCRIPT OR USING THE IRS DRT FEATURE ON THE FAFSA.**

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## *SECTION 3—Student & Parent Certification*

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*WE CERTIFY ALL INFORMATION ON THIS FORM IS COMPLETE AND CORRECT.*

Student Signature (REQUIRED) \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature (REQUIRED) \_\_\_\_\_ Date \_\_\_\_\_

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 Please review the information you have provided for accuracy. This could save valuable time.

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# DID YOU REMEMBER TO...

- **Proof read this entire worksheet for accuracy. If pertinent information is left blank, this form will be returned and may affect your student financial aid eligibility.**
  - **Request a tax return transcript or use the IRS Data Retrieval Tool (DRT) on the FAFSA. Obtain tax return transcripts one of three ways:**
    - Sign-in to your FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and use the IRS data retrieval tool on the financial section. If eligible, it will transfer your information from the IRS database directly to your FAFSA. **You are NOT eligible to use the DRT if you or your spouse filed any of the following:**
      - **As Married Filing Separately**
      - **As Head of Household**
      - **An amended return**
      - **A Puerto Rican or foreign tax return.**
- If you have questions about how to use the IRS data retrieval tool, you can access an instructional video from SWU's website at <http://www.swu.edu/admissions/residential-campus/financial-aid/fafsa>. If you successfully use the IRS retrieval tool, we will not need a tax transcript from you. In essence, the IRS data retrieval tool will alleviate the need for a tax transcript. If you e-filed your tax return, you will need to wait approximately 10 to 14 days before using the IRS retrieval tool. If you filed your return by mail, you will need to wait approximately 6-8 weeks before using the IRS data retrieval tool.
- Go to <http://www.irs.gov> and click on the "Order a Return or Account Transcript" link. Be sure to request the "IRS Tax Return Transcript." **DO NOT REQUEST THE "IRS Tax Account Transcript."** Be sure to send us a copy and to keep the original because **the IRS only allows one request for a tax transcript per year.**
  - Call the IRS at 1-800-908-9946 to request a tax transcript.

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

**Questions?** Please contact your Financial Aid Counselor for assistance at:

JESSICA KEEVER

[jkeever@swu.edu](mailto:jkeever@swu.edu)

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