



# Geneva College

## 2019-2020 Dependent Student Verification Worksheet

For office use only:

\_\_ Verification Docs Complete

Date Wksht Received: \_\_\_\_\_

### What is Verification?

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, the government may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, the Student Financial Services Office 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 must complete and sign this worksheet, attach any required documents, and submit them to the Student Financial Services at Geneva College. Please provide the required information as quickly as possible because your financial aid cannot be processed until verification has been completed. If you have any questions, please contact us at 724.847.6530 or [SFS@geneva.edu](mailto:SFS@geneva.edu).

### What are the Steps?

1. Complete the IRS Data retrieval through FAFSA on the Web (Please review Verification Worksheet Instructions for more information).
2. If you cannot complete Step 1, you may order a TAX RETURN TRANSCRIPT from the Internal Revenue Service online at [www.irs.gov/Individuals](http://www.irs.gov/Individuals) or by phone at 1-800-908-9946. Obtain a 2017 Federal IRS Tax Return Transcript for yourself and your parents (Please review Verification Worksheet Instructions for more information). Parents of dependent students and independent students who did not file are required to request a Letter of Non-filing from the IRS (see Step C).
3. Complete and sign this worksheet – you and at least one parent (whose information is on the FAFSA) must sign.
4. Send student and parent 2017 W-2 forms, the transcript mentioned above, and the verification worksheet to our office. If your parents (listed on the FAFSA) filed a 1040 and have an IRS Schedule C and/or IRS Schedule K-1 (Form 1065), please send copies of the Schedule C and Schedule K-1 (1065) forms as well.
5. Review the second page of this worksheet to see if you need to submit other documentation.

### A. Student Information

Last Name	First Name	M.I.	Geneva Student ID # (required)
Address (Include Apt. #)		City	State
Date of Birth (required)		Email	Zip Code (       ) -       -
		Cell Phone Number (Include Area Code)	

### B. Dependent Student's Family Information

**Number of Household Members:** List below the people in the parents' household. Include: The student (yourself), the parents (including a stepparent) even if the student doesn't live with the parents, and the parents' other children if the parents will provide more than half of the children's support from July 1, 2019, through June 30, 2020, or if the other children would be required to provide parental information if they were completing a FAFSA for 2019–2020. Include children who meet either of these standards, even if a child does not live with the parents.

**Number in College:** Include in the space below information about any household member, excluding the parents, 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, 2019, and June 30, 2020, and include the name of the college.

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

Please complete each column for every person in your household. List N/A if not applicable.				
**Full Name	Current Age	Relationship	College	Will be Enrolled at Least Half Time? ( Yes or No )
		<i>Self</i>	<i>Geneva College</i>	
		<i>Parent</i>		
		<i>Parent</i>		

## C. Student's Income Information

Check the appropriate boxes below and provide the requested information and documents:

- I used the IRS Data Retrieval Tool (after my 2017 taxes were completed and processed by the IRS) to transfer my 2017 income information to the FAFSA and made no further changes to the information (Review Verification Worksheet Instructions for more in-depth guidance in using the IRS Data Retrieval Tool). **If you used the IRS DRT, move on to Section D below.**
- I did not (or could not) transfer my 2017 income information to the FAFSA using the IRS Data Retrieval Tool. I have attached a copy of my **2017 IRS Tax Return Transcript** (Review the Verification Worksheet Instructions for more in-depth guidance in ordering a 2017 IRS Tax Return Transcript).
- I was not required to file a 2017 Federal Income Tax Return. Please also list below the names of all of your employers and the amount earned from each employer in 2017, and attach copies of all 2017 W-2 forms (**IMPORTANT:** Enter **"No Job"** under "Employer's Name" if you did **not** work.) If additional space is needed, attach a separate page with the student's first and last name at the top.

Employer's Name	2017 Amount Earned	IRS W-2 Attached? (if not required to file)

## D. Parents' Income Information

Check the appropriate boxes below and provide the requested information and documents:

- I used the IRS Data Retrieval Tool (after my 2017 taxes were completed and processed by the IRS) to transfer my 2017 income information to the FAFSA and made no further changes to the information (Review Verification Worksheet Instructions for more in-depth guidance in using the IRS Data Retrieval Tool). **If you used the IRS DRT, move on to Section E below.**
- I did not (or could not) transfer my 2017 income information to the FAFSA using the IRS Data Retrieval Tool. I have attached a copy of my **2017 IRS Tax Return Transcript** (Review the Verification Worksheet Instructions for more in depth guidance in ordering a 2017 IRS Tax Return Transcript).
- I was not required to file a 2017 Federal Income Tax Return.** I have 1) attached copies of all 2017 IRS W-2 forms and 2) requested an IRS Verification of Non-filing letter of \_\_\_\_\_. Parent nontax filers are required to provide an IRS Verification of Non-Filing Letter (Form 4506-T) dated on or after October 1, 2018, which can be requested at [www.irs.gov](http://www.irs.gov). Additional instruction on how to obtain the IRS Verification of Non-Filing Letter can be found on the instructions page. **IMPORTANT:** Please also list below the names of all the parents' employers and the amount earned from each employer in 2017, and attach copies of your 2017 W-2 forms (**IMPORTANT:** Enter **"No Job"** under "Employer Name" if your parent(s) did **not** work.) If additional space is needed, attach a separate page with the student's name at the top.

Employer's Name	2017 Amount Earned	IRS W-2 Attached? (if not required to file)

## E. Certification

Each person signing this worksheet certifies that all the information reported on it is complete and accurate. Warning: If you purposefully give false or misleading information on this form, you may be fined, sentenced to jail, or both. **Electronic signatures will not be accepted.**

Student Name Printed: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name Printed: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

When all required documents have been gathered, you may submit your information by one of the following methods. Watch for two sided documents. Be sure to include both sides when emailing or faxing.

- Attaching a scanned copy of your signed forms and all supporting documentation in an email to [SFS@geneva.edu](mailto:SFS@geneva.edu)
- Mail to Student Financial Services, Geneva College, 3200 College Avenue, Beaver Falls, PA 15010
- Deliver in person to the Student Financial Services Office, Lower Level of Alexander Hall
- Fax to 724.847.6776

### For Office Use Only:

Verification Completed by: \_\_\_\_\_ Date \_\_\_\_\_  
 Reviewed by: \_\_\_\_\_ Date \_\_\_\_\_



# Geneva College

## 2019-2020 Dependent Student Verification Instructions

For about half of our students, the U.S Department of Education requires Geneva College to verify the data reported on the Free Application for Federal Student Aid (FAFSA). Your file has been selected for verification; please follow the steps as outlined below.

1. You must complete the 2019-2020 Dependent Verification Worksheet. Remember to answer every question on the form; in addition, the form must be SIGNED by the student and at least one parent. Incomplete verification forms will not be accepted.
2. Both you and your parent(s) must provide official 2017 federal tax information (instructions below). If your parents were not required to file a federal tax return per the IRS regulations, you will need to indicate this in Sections D on the 2019-2020 Dependent Verification Worksheet and submit W-2's and 1099-Misc. forms for 2017.
3. Additionally, parents of dependent students and independent students, who are nontax filers, are required to provide an IRS Verification of Non-Filing Letter dated on or after October 1, 2018. The letter can be obtained by:
  - Visiting [www.irs.gov](http://www.irs.gov), under tools, click "get transcript", click "get transcript online". If you cannot validate your identity, you can click "get transcript by mail", enter the appropriate info and select "Verification of Nonfiling Letter" and "2017" tax year.
  - Calling 1.800.908.9946. Nonfilers must follow prompts to enter their social security number and the numbers in their street address. Generally this will be numbers of the street address that was listed on the latest tax return filed. Select "Option 2" to request an IRS Verification of Non-filing Letter and then enter "2017". If successfully validated, nonfilers can expect to receive a paper IRS Verification of Non-filing Letter at the address provided in their telephone request within 5 to 10 days from the time of the request.
  - Submit the IRS Verification of Non-filing Letter, if requested, to Geneva College
4. If you and/or your parents are required to file a federal tax return, **you have two options (A and B listed below) in which to submit** income information. Please make sure to indicate in Sections C and D on the 2019-2020 Dependent Verification Worksheet which option you choose.

### A. IRS Data Retrieval Tool (**HIGHLY RECOMMENDED FOR FASTER PROCESSING**)

Most FAFSA filers have the option of securely transferring their 2017 income data directly from the Internal Revenue Service (IRS) database to their online 2019-2020 FAFSA. If you did not take advantage of this data transfer at the time you originally completed your FAFSA, you can still do so by going to [www.fafsa.gov](http://www.fafsa.gov) and updating your and your parents' tax information reported on the FAFSA. You would need to select "Make FAFSA Corrections" and follow appropriate steps. Applicants will need to authenticate their identity before any personal information will be displayed. Once authenticated, you will be prompted to "transfer" the tax information to the FAFSA. You will need to complete this process for both you and your parents if a 2017 federal tax return is required to be filed with the IRS. You and your parents **should not** use the IRS Data Retrieval process if any of the following situations apply:

- Parents listed all zeros for Social Security Numbers on the FAFSA;
- Student used an 888 identifier in place of a Social Security Number on the FAFSA;
- Parents marital status date listed on the FAFSA is later than January 1, 2018;
- Student and/or parents have not yet filed or will not file a 2017 federal tax return;
- Parents have a tax filing status of "married filing separately" for 2017; or
- **For those with unusual tax filing circumstances please see the reverse side of this document for instructions or call 724.847.6530 for instructions regarding your specific situation.**

### B. IRS Tax Return Transcript

If you and/or your parents are required to file a 2017 federal tax return and did not use the IRS Data Retrieval Process, you and/or your parents must request a 2017 Tax Return Transcript from the IRS and upon receipt submit a copy to the Student Financial Services Office. For parents who had a filing status of "married filing separately", IRS Tax Return Transcripts must be submitted for each parent. **PLEASE NOTE: It may take up to 10 business days for the IRS to process your request.** There are three methods to request a Tax Return Transcript:

- Via the IRS website at [www.irs.gov/Individuals](http://www.irs.gov/Individuals). You can request a tax return transcript using the "Get Transcript Online" option (recommended for faster processing) or the "Get Transcript by Mail" option;
- By calling 1-800-908-9946; or
- Complete and submit IRS Form 4506T-EZ or IRS Form 4506-T to the IRS.

5. Please submit all requested documentation (at the same time) within 3 weeks to the address below. Until all documents are received, the file cannot be reviewed, and financial aid cannot be awarded or disbursed.
- Student Financial Services Office  
Geneva College  
3200 College Ave  
Beaver Falls, PA 16010
- Fax #: 724.847.6776  
Email: SFS@geneva.edu
6. Please review the instructions to make sure you have completed and submitted all the required documents. Failure to submit all the documents in accordance with the instructions will delay the processing of your financial aid.
7. **You must submit required documents before classes begin.** If you do not, your financial aid may be reduced or canceled and all charges must be paid out of pocket.
8. If verification results in changes to your award, we will send you a new award notification to your Geneva email address, or the email address we have on file.

## **Verification of 2017 Income Information for Individuals with Unusual Circumstances**

### **Individuals Who Filed an Amended IRS Income Tax Return**

An individual who filed an amended IRS income tax return for tax year 2017 must provide a signed copy of the 2017 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS or documentation from the IRS that include the change(s) made by the IRS, in addition to one of the following:

- IRS DRT information on an ISIR record with all tax information from the original tax return; or
- A **2017 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified.

### **Individuals Who Were Victims of IRS Identity Theft**

- For a victim of IRS tax-related identity theft, please submit (1) a Tax Return Data Base View (TRDBV) transcript, obtained from the IRS, and (2) a statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS has been made aware of the tax-related identity theft.

\*Note: Tax filers may inform the IRS of the tax-related identity theft and obtain a TRDBV transcript by calling the IRS's Identity Protection Specialized Unit (IPSU) at 1-800-908-4490. Tax filers who cannot obtain a TRDBV transcript may instead submit another official IRS transcript or equivalent document provided by the IRS if it includes all of the income and tax information required to be verified.

### **Individuals Who Filed Non-IRS Income Tax Returns**

- A tax filer who filed an income tax return with Guam, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico and the U.S. Virgin Islands may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.
- A tax filer who filed an income tax return with the tax authority for American Samoa must provide a copy of his or her tax account information.
- A tax filer who filed an income tax return with tax authorities not mentioned above, i.e. a foreign tax authority, and who indicates that he or she is unable to obtain the tax account information free of charge, must provide documentation that the tax authority charges a fee to obtain that information, along with a signed copy of his or her income tax return that was filed with the relevant tax authority.

### **Individuals Who Have Been Granted a Filing Extension**

- An individual who is required to file a 2017 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2017, must provide:
  - a. A copy of IRS Form 4868 "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for tax year 2017;
  - b. A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2017;
  - c. Verification of Non-filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2018;
  - d. A copy of IRS Form W-2 for each source of employment income received or an equivalent document for tax year 2017 and,
  - e. If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2017.