



Santa Clara University Financial Aid Office 2018-2019 Standard Verification Worksheet - Dependent

Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The U.S. Department of Education regulations state that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information, the Financial Aid Office at Santa Clara University 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 by the Financial Aid Office. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit them to the Financial Aid Office. After review, Santa Clara University may ask for additional information. If you have questions about verification, contact our office as soon as possible so that your financial aid will not be delayed.

A. Dependent Student's Information

Print Full Name (as it appears on your campus student records)	Campus/Student Identification Number
Print Full Mailing Address (Number, Street, City, State, Zip Code)	Student's Date of Birth
	Phone Number
E-mail Address	Student's Social Security Number

B. Dependent Student's Family Information

List below the people in your parents' household including:

- Yourself.
- Your parent(s) (including a stepparent) even if you do not live with your parents.
- Your parent's other children, if (a) your parents will provide more than half of their support from July 1, 2018 through June 30, 2019, or (b) the children would be required to provide parental information when applying for Federal Student Aid. Include children who meet either of these standards, even if a child does not live with the parents.

- Other people if they now live with your parent(s) and your parent(s) provides more than half of their support and will continue to provide more than half of their support through June 30, 2019.

Include the name of the college for 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, 2018 and June 30, 2019. If more space is needed, provide a separate page with the student's name and ID at the top.

Full Name	Age	Relationship	College	Will be enrolled at least half time
<i>Zack Morris (example)</i>	<i>18</i>	<i>Brother</i>	<i>Cal University</i>	<i>Yes</i>
		Self	Santa Clara University	

C. Dependent Student's Income Information to be Verified

TAX RETURN FILERS ONLY

Check the box that applies:

- The student has used the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS Data Retrieval Tool in *FAFSA on the Web*, but will use the tool to transfer 2016 IRS income tax return information into the student's FAFSA.
- The student is unable or chooses not to use the IRS Data Retrieval Tool in *FAFSA on the Web* and the student will submit to Santa Clara University a copy of the 2016 IRS Tax Return Transcript - not the income tax return.

- Check here if the student's 2016 IRS Tax Return Transcript is attached to this worksheet.
- Check here if the student's 2016 IRS Tax Return Transcript will be submitted to Santa Clara University later.

A 2016 IRS Tax Return Transcript may be obtained:

- **Online** – Go to www.irs.gov/individuals/get-transcript. Click “Get Transcript Online”
- **By Mail** – Go to www.irs.gov/individuals/get-transcript. Click “Get Transcript by Mail”
- **By Phone** – 1-800-908-9946
- **By Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T

NOTE: Make sure to request the “IRS Tax Return Transcript” and not the “IRS Tax Account Transcript”.

NON TAX RETURN FILERS ONLY

Check the box that applies:

- The student was not employed and had no income earned from work in 2016.
- The student was employed in 2016 and has listed below the names of all the student's employers and the amount earned from each employer in 2016. Attach copies of all 2016 IRS W-2 forms issued to the student by employers. List every employer even if they did not issue an IRS W-2 form.

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2016
<i>The Max (example)</i>	<i>Yes</i>	<i>\$2,000</i>
Total Amount of Income Earned From Work		\$

NOTE: Failure to submit W-2 forms and a Verification of Non-filing Letter will result in Santa Clara University being unable to complete the verification process.

D. Parent's Income Information to be Verified

NOTE: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

TAX RETURN FILERS ONLY

Check the box that applies:

- The student's parent has used the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2016 IRS tax return income information into the student's FAFSA.
- The student's parent has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2016 IRS tax return income information into the student's FAFSA.
- The parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to Santa Clara University a copy of the parent's 2016 IRS Tax Return Transcript(s) - not the income tax return.
- Check here if a 2016 IRS Tax Return Transcript(s) is attached to this worksheet.
- Check here if a 2016 IRS Tax Return Transcript(s) will be submitted to Santa Clara University later. Verification cannot be completed until the IRS Tax Return Transcript(s) has been submitted to Santa Clara University.

A 2016 IRS Tax Return Transcript may be obtained:

- **Online** – Go to www.irs.gov/individuals/get-transcript. Click "Get Transcript Online"
- **By Mail** – Go to www.irs.gov/individuals/get-transcript. Click "Get Transcript by Mail"
- **By Phone** – 1-800-908-9946
- **By Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T

NOTE: Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript".

NON TAX RETURN FILERS ONLY

Check the box that applies:

- The parent(s) was not employed and had no income earned from work in 2016.

- The parent(s) was employed in 2016 and has listed below the names of all the parent's employers and the amount earned from each employer in 2016. Attach copies of all 2016 IRS W-2 forms issued to the parent(s) by employer(s). List every employer even if they did not issue an IRS W-2 form.

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2016
<i>Malibu Sands Beach Resort (example)</i>	Yes	\$2,000
Total Amount of Income Earned From Work		\$

All non-filers must provide documentation from the IRS dated on or after October 1, 2017 that indicates 2016 IRS Income Tax Return was not filed with the IRS.

- Check here if a Verification of Non-filing Letter is provided.
- Check here if a Verification of Non-filing Letter will be submitted to Santa Clara University later.

A Verification of Non-filing Letter may be obtained:

- **Online** – Go to www.irs.gov/individuals/get-transcript. Click "Get Transcript Online". This option is not available if you have never filed taxes in prior years.
- **By Phone** – 1-800-829-1040.
- **By Mail**- Complete IRS Form 4506-T. Check box 7. The Verification of Non-Filing Letter will be mailed to you within 10 business days.

NOTE: Failure to submit W-2 forms and a Verification of Non-filing Letter will result in Santa Clara University being unable to complete the verification process.

E. Certification and Signature

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent must sign and date.

Print Full Name (as it appears on your campus student records)	Date
Student's Signature	

Print Full Name of Parent	Date
Parent's Signature	

WARNING: If you purposely give false or misleading information on this form you may be fined, receive a prison sentence or both. All form(s), paperwork and documentation are property of Santa Clara University, and will be kept and maintained with file.