



Santa Clara University Financial Aid Office 2019-2020 Standard Verification Worksheet - Dependent

Your 2019-2020 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/Household Information

List below the people in your parents' household. Be sure to include:

- **Yourself.**
- **Your parent(s) (including a stepparent)** even if you do not live with your parents.
- **Your siblings, and all of your parent's other children**, if (a) your parents will provide more than half of their support from July 1, 2019 through June 30, 2020, 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 they do not live with the parents.

- **Anyone else living in the household**, as long as they currently 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, 2020.

Include the name of the college for any household member other than a parent 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. 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

IF YOU (THE STUDENT) FILED A TAX RETURN IN 2017, COMPLETE THE SECTION BELOW. If you did not file a tax return in 2017, please skip this and go on to the next section.

Check the box that applies (check only one box):

- The student has used the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2017 IRS income tax return information into the student’s FAFSA.
- The student’s 2017 IRS **signed** Tax Return copy is attached to this worksheet.
- The student’s 2017 IRS Tax Return Transcript is attached to this worksheet. *See next page for instructions on obtaining a Tax Return Transcript.*

*Please note- a 2017 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”.

IF YOU (THE STUDENT) DID NOT FILE A TAX RETURN IN 2017, EVEN IF YOU WORKED AND EARNED INCOME, PLEASE COMPLETE THIS SECTION:

Check the box that applies (check only one box) :

- The student was not employed and had no income earned from work in 2017.
- The student was employed in 2017 and has listed below the names of all the student’s employers and the amount earned from each employer in 2017. Attach copies of all 2017 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 2017
<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 for students that did not file a tax return in 2017 will result in Santa Clara University being unable to complete the verification process.

D. PARENT Income Information to be Verified

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

IF PARENT(S) FILED A TAX RETURN IN 2017, COMPLETE THE SECTION BELOW. If parent(s) did not file a tax return in 2017, please skip this and go on to the next section.

Check the box that applies (check only one box):

- The student's parent(s) used the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2017 IRS tax return income information into the student's FAFSA.
- The student's parent(s) are unable or choose not to use the IRS Data Retrieval Tool, and the parent(s) 2017 IRS **signed** Tax Return copy is attached to this worksheet.
- The student's parent(s) are unable or chooses not to use the IRS Data Retrieval Tool, and the parent(s) 2017 IRS Tax Return Transcript(s) copy is attached to this worksheet.

*Please note- a 2017 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”.

IF PARENT(S) DID NOT FILE A TAX RETURN IN 2017, EVEN IF THEY WORKED AND EARNED INCOME, PLEASE COMPLETE THIS SECTION:

Check the box that applies (check only one box):

- The parent(s) were not employed and had no income earned from work in 2017.
- The parent(s) were employed in 2017 and have listed below the names of all the parent's employers and the amount earned from each employer in 2017. Attach copies of all 2017 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 2017
<i>Malibu Sands Beach Resort (example)</i>	<i>Yes</i>	<i>\$2,000</i>
Total Amount of Income Earned From Work		\$

All parent non-filers must provide documentation from the IRS dated on or after October 1, 2018 that indicates 2017 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 (for parent(s) that did not file a tax return in 2017) 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 who is listed on the FAFSA must sign and date this form.

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.