



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

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 if married, your spouse) 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 if married, your spouse) 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. Independent 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. Independent Student's Family/Household Information**

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

- **Yourself.**
- **Your spouse**, if you are married.
- **Your or your spouse's children** if you or your spouse will provide more than half of their support from July 1, 2019 through June 30, 2020, even if the child does not live with you.

- **Anyone else living in the household**, if you or your spouse 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 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, 2019 and June 30, 2020. If more space is needed, provide a separate page with the student's name and student ID at the top.

Full Name	Age	Relationship	College	Will be enrolled at least half time
<i>Cory Matthews (example)</i>	<i>18</i>	<i>Husband</i>	<i>Pennbrook University</i>	<i>Yes</i>
		Self	Santa Clara University	

### **C. Independent Student's Income Information to be Verified**

**IF YOU (or your spouse, if married) 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):

- I, the student, have used the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer my (and, if married, my spouse's) 2017 IRS tax return income information into my FAFSA.
- I, the student (and, if married, my spouse's) 2017 IRS **signed** Tax Return copy is attached to this worksheet.
- I, the student (and, if married, my spouse'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](http://www.irs.gov/individuals/get-transcript). Click “Get Transcript Online”
- **By Mail** – Go to [www.irs.gov/individuals/get-transcript](http://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 (and if married, your spouse) 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):

I, the student (and, if married, my spouse), was not employed and had no income earned from work in 2017.

I, the student (and, if married, my spouse), was employed in 2017 and have listed below the names of all the employers and the amount earned from each employer in 2017. Attach copies of all 2017 IRS W-2 forms issued to you (and, if married, your spouse) 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>Topanga’s Bakery (example)</i>	<i>Yes</i>	<i>\$2,000</i>
Total Amount of Income Earned From Work		\$

**All non-filers must provide documentation from the IRS dated on or after October 1, 2018 that indicates a 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](http://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 students that did not file a tax return in 2017) will result in Santa Clara University being unable to complete the verification process.

### **D. Certification and Signature**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

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

Print Full Name of Spouse (Optional)	Date
Spouse's Signature (Optional)	

**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.