



## 2019-2020 Standard Verification Worksheet Dependent Student

Your 2019-2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification (typically by the Department of Education). Federal regulations require us to verify the information you provided on the FAFSA with the information on this worksheet and other required documents for students selected for verification. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Rollins Financial Aid Office by: email, fax, U.S. mail or in person.

### A. Dependent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's R-Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home Phone (include area code)			Student's Alternate or Cell Phone Number

### B. Dependent Student's Family Information

List below the people in your **parent(s)' household**. Include:

- Yourself **and your parent(s)**: biological, adoptive, or step-parents. If your parents are remarried, list the couple you live with, not both biological parents. If your parents are divorced, list only the parent you live with (custodial parent).
- Your parent(s)' other children if your parent(s) will provide more than half of their 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 they do not live with your parent(s).
- Other people if they live with your parent(s) now and/or your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2020.

Also include the name of the college for any household member who will be enrolled at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2019 and June 30, 2020.

Name	Age	Relationship to Student	College to be attended: 2019-2020 (if applicable)	Will be enrolled at least half-time? Y/N
		Self	Rollins	Yes
		Parent		

Student's Name: \_\_\_\_\_ R-Number: \_\_\_\_\_

### C. Dependent Student's Income Information to Be Verified

**TAX RETURN FILERS:** Complete this section if the student filed or will file a 2017 tax return with the IRS.

*NOTE: If the student filed or will file a 2017 IRS 1040X amended tax return, the student must contact the Rollins Financial Aid Office before completing this section.*

#### How to get your tax information to the Rollins Financial Aid Office:

- The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student has not already used the tool, go to FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the "Financial Information" section of the form. From there, follow the instructions to determine if the student is eligible to use the Data Retrieval Tool to transfer 2017 IRS income tax information into the student's FAFSA.
- If the student is unable or chooses not to use the IRS Data Retrieval Tool, they will have to submit a **SIGNED** copy of their **2017 1040 or 1040A or 1040EZ tax return**.

☐ Check here if the student has used the IRS Data Retrieval Tool or plans to after the submission of this document.

☐ OR, check here if the student has included a signed copy of their 1040 or 1040A or 1040EZ tax return.

*Only complete the section below if you will not file and are not required to file a 2017 income tax return with the IRS.*

**IF YOU DO NOT FILE A TAX RETURN:** If the student did not file a tax return with the IRS, they must complete the following section below.

☐ Check here if the student has was not employed, did not file a tax return, and had no income earned from work in 2017.

☐ Check here if the student was employed but will not file a tax return and list below the names of all the student's employers, the amount earned from each employer in 2017, and attach copies of **all** 2017 IRS W-2 forms issued to the student by employers.

*NOTE: List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and R-Number at the top.*

Do **not** complete this box if you have already utilized the IRS Data Retrieval Tool or requested a tax return transcript.

Employer's Name	2017 Amount Earned	IRS W-2 Attached?

**Rollins Financial Aid Office**

1000 Holt Ave- 2721

Winter Park, FL 32789

T. 407.646.2395 F. 407.646.2173 [finaid@rollins.edu](mailto:finaid@rollins.edu)

Student's Name: \_\_\_\_\_ R-Number: \_\_\_\_\_

#### D. Parent(s)'s Income to Be Verified

**TAX RETURN FILERS:** Complete this section if the student's parent(s) filed or will file a 2017 tax return with the IRS. If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents. *NOTE: If the student's parent(s) filed or will file a 2017 IRS 1040X amended tax return, they must contact the Rollins Financial Aid Office before completing this section.*

##### How to get your tax information to the Rollins Financial Aid Office:

- The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student's parent(s) have not already used the tool, go to FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the "Financial Information" section of the form. From there, follow the instructions to determine if the student's parent(s) are eligible to use the Data Retrieval Tool to transfer 2017 IRS income tax information into the student's FAFSA.
- If the student's parent(s) are unable or chooses not to use the IRS Data Retrieval Tool, they will have to submit a **SIGNED** copy of their **2017 1040 or 1040A tax return**.

- ☐ Check here if the student's parent(s) have used the IRS Data Retrieval Tool or plans to after the submission of this document.
- ☐ OR, check here if the student's parent(s) have included a signed copy of their 1040 or 1040A tax return or will send it to the Rollins Financial Aid Office after the submission of this document.

*Only complete the section below if the student's parent(s) will not file and are not required to file a 2017 income tax return with the IRS.*

**IF YOUR PARENT(S) DO NOT FILE A TAX RETURN:** If the student's parent(s) did not file a tax return with the IRS, they must obtain a "Verification of Non-Filing Letter" from the IRS. There are three methods to request this letter.

- **ONLINE:** Go to <https://www.irs.gov/individuals/get-transcript> and select "Get Transcript ONLINE" or "Get Transcript by MAIL." Choose "Verification of Non-Filing Letter" and follow the instructions. (*May not be available for all users*).
- If the first option is not available, complete the following: <https://rpublic.rollins.edu/sites/finaid/forms/non-filing-verification-1920.pdf>. Carefully read the instructions and fax or mail the form to the IRS.

- ☐ Check here if the student's parent(s) has requested their "Verification of Non-Filing Letter," were not employed, and had no income earned from work in 2017.
- ☐ Check here if the student's parent(s) have requested their "Verification of Non-Filing Letter" and were employed. List below the names of all their employers, the amount earned from each employer in 2017, and attach copies of all 2017 IRS W-2 forms issued by employers. *NOTE: List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and R-Number at the top.*

Do **not** complete this box if you have already utilized the IRS Data Retrieval Tool or requested a tax return transcript.

Employer's Name	2017 Amount Earned	IRS W-2 Attached?

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Student's Name: \_\_\_\_\_ R-Number: \_\_\_\_\_

### E. Certification and Signatures

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.

*Please note: electronic signatures are not acceptable at this time.*

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

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