Grand View University Verification Worksheet 2019-2020

Your 2019-20 FAFSA was selected for review in a process called "verification." We are required to compare the information you provided on your FAFSA with the information provided on this worksheet and other required documents. If there are differences between your FAFSA and documents provided, Grand View University will make the necessary corrections. Please complete this worksheet as soon as possible and provide all information accurately and completely. ***Missing or incomplete information may result in delays to receiving your financial aid and/or loss of funding for certain types of aid***. ***Please see Verification Guidelines for additional information about the Verification Review process.***

WHAT YOU SHOULD DO:
- ❖ Be sure to fill out sections A-D of this worksheet completely, including all Parent sections if you are a dependent student.
- ❖ If you (and/or your parent(s) if you are a dependent student) filed a 2017 tax return with the IRS and did NOT use the IRS Data Retrieval Tool on your FAFSA, you will need to do one of the following two options:
  - ➢ Log into your FAFSA, select "Make FAFSA Corrections" and navigate to the Financial Information section. From there, follow the instructions to determine if you/your parent(s) are eligible to use the IRS Data Retrieval Tool to transfer 2017 IRS information to your FAFSA (recommended).
  - ➢ If you are unable or choose not to use the IRS Data Retrieval Tool for your FAFSA, you (and your parent(s) if you are dependent) are required to submit a 2017 IRS Tax *Return* Transcript to our office. This form can be ordered at www.IRS.gov or by calling 1-800-908-9946. You will need to provide your Social Security #, date of birth, and address on file with the IRS.
- ❖ Bring or send your signed, completed Verification Worksheet, IRS Tax Return Transcripts if needed, and any other required documents to: **Grand View University Financial Aid Office**   **Fax: 515-263-6191**
  1200 Grandview Ave.   **Email: finaid@grandview.edu**
  Des Moines, IA 50316   **Phone: 515-263-2820**

A. Student Information

_____   _____ _____
Last Name   *First Name*   *M.I.*

_____   _____ _____ _____
Address (include apt. #)   *City*   *State*   *Zip Code*

_____   _____   _____ _____
Date of Birth   *E-mail Address*   *Phone Number (include area code)*   *Student ID #*

B. Family Information

Please read the paragraph below to determine if you are considered a dependent or independent student. Check the appropriate box and list the family members in your household on the following page.

You are only considered to be an independent student IF you were born BEFORE January 01, 1996, OR are admitted into a degree BEYOND a Bachelor's degree, OR are married, OR have children for whom you supply MORE THAN ½ of their support, OR have other dependents who live with you AND receive MORE THAN ½ of their support from you, OR are an orphan/ward of the court OR are a veteran of the U. S. Armed Forces OR are currently serving on active duty in the U.S. Armed Forces for purposes other than training. Please contact the Financial Aid Office if you have any questions regarding these requirements or visit https://studentaid.ed.gov/sa/fafsa/filling-out/dependency.

☐ **Dependent Student**: On the following page, list the people in your parents' household, including: (a) yourself and your parent(s) (including stepparent) even if you don't live with your parents; (b) your parents' other children, even if they don't live with your parent(s), if (1) your parents will provide more than half of their support from July 1, 2019 through June 30, 2020, or (2) the children would be required to provide parental information when applying for federal student aid; and (c) other people if they now live with your parents, and your parents provide more than half of their support and will continue to provide more than half of their support from July 1, 2019 through June 30, 2020.

☐ **Independent Student**: On the following page, list the people in your household, including: (a) yourself, and your spouse if you have one; (b) your children, if you will provide more than half of their support from July 1, 2019 through June 30, 2020; and (c) any other people if they now live with you, and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2019 through June 30, 2020.

Warning: Please read the following carefully, as filling this section out incorrectly could result in delays in processing.

List the names of all household members below. Include the name of the college for any household member who will be attending college at least half time between July 1, 2019 and June 30, 2020, and will be enrolled in a degree or certificate program. Dependent students: <u>do not</u> list a college for your parents. If you need more space, attach a separate page.

Full Name	DOB MM/DD/YY	Relationship	College (if applicable)
Student**:**		Self	Grand View University

C. Tax Forms and Additional Financial Information

❖ **All tax filers who did not use the IRS Data Retrieval Tool when filing or updating the FASFA must submit a 2017 IRS tax return transcript.** *Please see directions on first page to use the Data Retrieval Tool or get a tax return transcript.*

❖ <u>**Non-tax Filers Only**</u>**: For those who DID NOT AND ARE NOT REQUIRED to file a 2017 federal income tax return:**

1. If you/your parent(s) worked in 2017 but did **NOT** file taxes, list your employer(s) and any income received in 2017 in the box provided below. Write "**N/A**" in the appropriate box **if you or your parent did not work at all in 2017**.

   ☐ **You**   ☐ **Your father (step)**   ☐ **Your mother (step)**

Name of Employer	Student Amount	Parent Amount

2. **Submit copies of all 2017 W-2's to the Financial Aid Office.**

3. **Independent students and parents must also submit a Verification of Non-filing Letter to the Financial Aid Office.** This can be obtained online at irs.gov (click on 'Get My Tax Record', then 'Get Transcript Online'), by submitting Form 4506-T (check box 7) to the IRS, or by calling 1-800-908-9946.

❖ **Did you have Federal Work Study earnings from a job at Grand View University during the Spring 2017 or Fall 2017 semester?**   ☐ **Yes**   ☐ **No**

D. Signatures

By signing this worksheet, I (we) certify that all the information reported on this worksheet is complete and correct. If dependent, at least one parent must sign. **Warning**: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

_____ _____ _____ _____
Student's Signature   Date   Parent's Signature *(Dependent Students Only)*   Date