



2018-2019 Dependent Verification Worksheet

Your FAFSA was selected by the Department of Education for a process called “verification.” In this process, we are required, by federal regulations, to compare the information reported on the FAFSA with the information provided on this form including copies of the student and parents’ 2016 federal tax transcripts. **Your financial aid is not finalized until verification has been completed.**

To complete the verification process, please follow these steps:

1. Provide student and parents’ 2016 Federal Tax Information by using the IRS Data Retrieval Tool in the FAFSA or request a copy of your IRS Tax Transcript from the IRS.
2. Complete all sections of this worksheet.
3. Return the completed form, tax transcripts, and any other documents to our office by person, mail, email or fax.
4. We will request additional information or make corrections to the FAFSA, if necessary.

STUDENT INFORMATION

Name _____ Birth Date _____
First Middle Initial Last

Home Address _____
Street City State Zip

Parent’s Name _____ Parent’s Daytime Phone _____ Parent’s E-Mail _____
Custodial Parent Mother/Father (Please Circle)

FAMILY INFORMATION

List below the people in the parent’s household. Include:

- the student and parents (including stepparent) even if the student doesn’t live with the parents
- the parents’ other children, if the parents will provide more than half of the children’s support from July 1, 2018, through June 30, 2019, or if the other children would be required to provide parental information if they were completing a FAFSA for 2018-2019. 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 the parents, and the parents provide more than half of the other person’s support, and will continue to provide more than half of that person’s support through June 30, 2019.

Write the names of all household members in the space(s) below, include the name of the college for any household member, excluding your parent(s), who will be attending college at least half time between July 1, 2018 and June 30, 2019, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		Self		

STUDENT 2016 INCOME INFORMATION

1. Check the box that applies:

- The student **did not file a 2016 Tax Return**. Complete section #2.
- The student **has used** the IRS Data Retrieval Tool (DRT) in the FAFSA.
- The student will provide the school with a 2016 IRS Tax Return Transcript(s).

A 2016 IRS Tax Return Transcript may be obtained through: Online Request – go to www.irs.gov, under the Tools heading on the IRS homepage, click “Get a Tax Transcript by Mail.” Click “Get Transcript by Mail.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.” Telephone Request – 1-800-908-9946 or Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

2. **Complete the following table if the student did not file** a 2016 federal income tax return, list below your employer(s) and any income received in 2016. **Please submit copies of any W-2 forms or other earnings statements.**

Non-Tax Filer’s Name	Name of Employer(s) in 2016	IRS W-2 Provided? Y/N	Amount Earned in 2016
			\$
			\$

PARENT 2016 INCOME INFORMATION

1. Check the box that applies:

- The parent(s) **did not file a 2016 Tax Return**. Complete section #2.
- The parent(s) **has used** the IRS Data Retrieval Tool (DRT) in the FAFSA.
- The parent(s) will provide the school with a 2016 IRS Tax Return Transcript(s).

A 2016 IRS Tax Return Transcript may be obtained through: Online Request – go to www.irs.gov, under the Tools heading on the IRS homepage, click “Get a Tax Transcript by Mail.” Click “Get Transcript by Mail.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.” Telephone Request – 1-800-908-9946 or Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

2. **Complete the following table if the parent(s) did not file** and are not required to file a 2016 federal income tax return, list below your employer(s) and any income received in 2016. **Please submit copies of any W-2 forms or other earnings statements along with the IRS Verification of Non-Filing Letter.** Go to www.irs.gov, under the forms and instructions, click on IRS Form 4506-T. Complete the form being sure to check box 7. Mail the form to the IRS using the correct address for your state listed on the 2nd page. **Please note: Dependent students are not required to provide documentation of non-filing.**

Non-Tax Filer's Name	Name of Employer(s) in 2016	IRS W-2 Provided? Y/N	Amount Earned in 2016
			\$

HIGH SCHOOL OR EQUIVALENT COMPLETION

____ Student has submitted a final high school transcript or other documentation to Cornell College that shows evidence of graduation or proof of equivalent from an accredited high school or educational institution. (Attach copy from Admissions' or Registrar's Office.)

IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE

The student must appear in person at Cornell College to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presences of the institutional official, the Statement of Educational Purpose provided below.

I certify that I _____ am the individual signing this Statement of
(Print Student's Name)

Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Cornell College for 2018-2019.

Student Signature

Date

CERTIFICATIONS AND SIGNATURES

Each person signing below certifies that all the information reported is complete and correct. If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both. **This application requires a student signature and at least one parent signature. Please note: the signature cannot be typed.**

Student Signature

Date

Parent/Stepparent Signature

Date

Please return this form to:
Cornell College, Financial Assistance Office
600 First Street SW, Mount Vernon, IA 52314
financialassistance@cornellcollege.edu or Fax: 319-895-4106

Remember: Cornell College's priority deadline to file the federal FAFSA form is March 1, 2018 for incoming first-year students and April 1, 2018 for returning students. While it is our goal to make it financially feasible for any student to attend Cornell, any student who submits his or her FAFSA after our priority deadlines will be awarded on a "funds as available" basis. You may estimate in order to meet deadlines. Failure to list Cornell College on your federal FAFSA form may result in a delayed award. The Cornell College Title IV Code is 001856.