

# THIEL COLLEGE

## 2020-21 Dependent Student Verification Worksheet

Your Free Application for Federal Student Aid (FAFSA) was selected for “Verification”, a process in which certain information provided on the FAFSA is reviewed for accuracy and completeness. The law requires us to verify this information before awarding Federal aid. When applicable, the Financial Aid Office will make corrections to your FAFSA. All documents must be received within 14 days of receipt of this notice.

Student’s Last Name	First Name	MI	Thiel ID # or last 4 digits of SSN
Address (include apt. no.)			Date of Birth
City	State	ZIP Code	Phone number (with area code)

### Part 1 – HOUSEHOLD MEMBERS AND NUMBER IN COLLEGE

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

- The student
- The 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 their support from July 1, 2020 through June 30, 2021, or if the other children would be required to provide parental information if they were completing a FAFSA for 2020-21.
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2021.

List **all** household members **including** those not in college. If in college, include the name of the college for any household member, excluding your parent(s), 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, 2020, and June 30, 2021. If more space is needed, attach a separate page with the student’s name and ID number at the top.

Full Name	Age	Relationship	College Name	Enrolled at least half-time?
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Note: We may require additional documentation to verify that the information regarding the household members enrolled in an eligible postsecondary educational institution is accurate.

**Part 2 – INCOME VERIFICATION**

**Student Income**

**Check the box that applies:**

- I used the IRS Data Retrieval Tool to transfer 2018 IRS income tax return information onto my 2020-21 FAFSA. **(If you check this box but did not successfully transfer your income information onto your FAFSA, you must submit a signed copy of your 2018 Federal Tax Return (including schedules 1, 2, and 3, if applicable) and copies of all 2018 W-2 forms and/or 1099 forms or a 2018 Tax Return Transcript obtained from IRS.gov site.**
- I did not (or could not) use the IRS Data Retrieval Tool and instead will provide the school a signed copy of my 2018 Federal Tax Return (including schedules 1, 2, and 3, if applicable) and copies of all 2018 W-2 forms and/or 1099 forms or a 2018 Tax Return Transcript obtained from IRS.gov site. **If you have filed an amended return, you are also required to provide the school with a signed copy of your 2018 1040X.**
- I am not required to file a 2018 federal income tax return because I was not employed and had no income earned from work in 2018.
- I am not required to file a 2018 federal income tax return but was employed in 2018. List the names of all employers and the amount earned from each employer in 2018. **Copies of all 2018 IRS W-2 and/or 1099 forms are required. List every employer even if a W-2 was not issued and explain why one was not issued.**

Employer's Name	2018 Amount Earned	W-2 Attached?	If not, why not?

**Parent Income**

**Check the box that applies:**

- My parents used the IRS Data Retrieval Tool to transfer 2018 IRS income tax return information onto my 2020-21 FAFSA. **(If you check this box but your parents did not successfully transfer their income information onto your FAFSA, you must submit a signed copy of their 2018 Federal Tax Return (including schedules 1, 2, and 3, if applicable) and copies of all 2018 W-2 forms and/or 1099 forms or a 2018 Tax Return Transcript obtained from IRS.gov site.**
- My parents did not (or could not) use the IRS Data Retrieval Tool and instead will provide the school a signed copy of their 2018 Federal Tax Return (including schedules 1, 2, and 3, if applicable) and copies of all 2018 W-2 forms and/or 1099 forms or a 2018 Tax Return Transcript obtained from IRS.gov site.  
**If your parent filed an amended return, you are required to provide the school with a signed copy of their 2018 1040X (amended return).**
- My parents are not required to file a 2018 federal income tax return because they were not employed and had no income earned from work in 2018. **Parent must submit a Verification of Non-filing form from the IRS. A separate one for each parent/step-parent living in the household is required. (See instructions.)**
- My parents are not required to file a 2018 federal income tax return but were employed in 2018. List the names of all employers and the amount earned from each employer in 2018. **Copies of all 2018 IRS W-2 and/or 1099 forms are required. List every employer even if a W-2 was not issued and explain why one was not issued. You also must submit a Verification of Non-filing form. A separate one for each parent/step-parent living in the household is required. (See instructions.)**

Employer's Name	2018 Amount Earned	W-2 Attached?	If not, why not?

**Part 3 – CERTIFICATION & SIGNATURES**

Each person signing this worksheet certifies that all of the information is true and accurate.

\_\_\_\_\_

Student's Signature (required)

\_\_\_\_\_

Date

\_\_\_\_\_

Parent's Signature (required)

\_\_\_\_\_

Date

**\*\*Per federal regulations, no federal grants or loans can be awarded until all requested documentation has been received.**

Mail or Fax Worksheet and required documents within 14 days to:

Thiel College  
Financial Aid Office  
75 College Ave.  
Greenville, PA 16125

Fax: 724-589-2790

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

## Instructions for Verification

Attached is a Verification Worksheet which must be completed, signed and returned to the Financial Aid Office along with all required documents as indicated on the verification worksheet.

→ The most efficient way to verify income is by using the **IRS Data Retrieval Tool (DRT)** within your FAFSA application. If the Data Retrieval Tool was used successfully when completing the fafsa, the **Verification Worksheet** is all that is required.

If you, or your parents, did not, or could not use the DRT when you filed the FAFSA, you are required to submit signed copies of 2018 Federal Tax Returns and copies of all W-2 forms and/or 1099 forms or a 2018 Tax Return Transcript obtained from IRS.gov. If you, or your parents, filed an amended tax return for 2018, you must also provide a signed copy of the 2018 IRS form 1040X that was filed with the IRS.

→ If the student's parent or step-parent did not file, or is not required to file a 2018 Federal Tax Return, they must submit a 2018 **IRS Verification of Non-filing letter** from the IRS. This letter is required proof that the IRS has no record of a filed tax form 1040 for the 2018 tax year. The Verification of Non-filing letter is a requirement for all parents and step-parents who did not file a federal tax return. Also required from the Non-filer are copies of all 2018 W-2 and/or 1099 forms. **A separate letter must be received for each parent/step-parent living in the household.**

If parent/step-parent was not employed in 2018 and had no income, an IRS Verification of Non-filing letter is still required for each parent/step-parent living in household.

To obtain the Verification of Non-filing letter, go to [www.irs.gov](http://www.irs.gov) (click on "Get Your Tax Record"), or call 1-800-908-9946 or from the IRS site, print a 4506T form. Complete #1-5, check box 7, make sure 12/31/2018 is on line 9, sign and mail to appropriate address as listed on the form.

**Nontax filers unable to obtain the Verification of Non-filing:** - Independent students, and parents of dependent students who did not file and are not required to file an income tax return for the 2018 tax year may provide a written, dated, signed statement certifying that the individual has made a good-faith effort to obtain the required non-filing document from the IRS or other relevant tax authority and was unable to obtain the required documentation. It must also state that the individual did not and will not file a 2018 federal tax return and list sources of any income earned from work by the individual. In addition to the signed statement, copies of IRS Forms W-2, 1099 forms or an equivalent document, for each source of 2018 employment income received by the individual is required.

A separate letter must be received for each parent/step-parent living in the household.

**Note:** A dependent student who is a nontax filer is excluded from the verification requirement to provide confirmation of the dependent student's non-filing status from the IRS or other relevant tax authority.

Financial Aid Office  
Thiel College  
75 College Ave.  
Greenville, PA 16125

FAX: 724-589-2790