

2019-2020 Verification Worksheet

Dependent Student

Your 2019-2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called **verification**. To verify that you provided correct information, the AU Financial Aid Office 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. 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 AU Financial Aid Office. A counselor will contact you if any additional information is needed. Verification cannot be completed until all required documentation has been submitted to the AU Financial Aid Office.

A. Dependent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's AU ID#
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address

B. Dependent Student's Family Information

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

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- 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 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, 2020.

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 an eligible postsecondary educational institution any time between July 1, 2019, and June 30, 2020. *If you need more space, attach a separate page that includes the student's name and ID number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary education institutions is inaccurate.



AU ID#: _____

C. Dependent Student's Income Information to Be Verified (Check only one box below)

- The student has used or will use the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2017 IRS income information into the student's FAFSA.
- The student is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and the student's **IRS tax return transcript** will be submitted to the AU Financial Aid Office. Verification cannot be completed until the IRS tax return transcript has been submitted to the AU Financial Aid Office.
- The student was not employed and had no income earned from work in 2017.
- The student was employed in 2017 but **was not required to file taxes**. The student has listed below the names of all the student's employers and the amount earned from each employer in 2017. **The student must attach copies of all 2017 IRS W-2 forms issued to the student by employers.** 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 ID number at the top.

Employer's Name	2017 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

D. Parent's Income Information to Be Verified—Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents. You must notify the AU Financial Aid Office as additional documentation may be needed to verify your file. **(Check only one box below)**

Note: An IRS Confirmation of Nonfiling letter must be provided for each parent listed for whom taxes were not filed in 2017.

- The parent(s) have used or will use the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2017 IRS income information into the student's FAFSA.
- The parent(s) are unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and the parents' **IRS tax return transcript(s)** will be submitted to the AU Financial Aid Office. If married and filing separately, BOTH tax transcripts must be submitted. Verification cannot be completed until the IRS tax transcript(s) have been submitted to the AU Financial Aid Office.
- The parent(s) were not employed and had no income earned from work in 2017.
- One or both parents were employed in 2017 but **were not required to file taxes**. The parent(s) have listed below the names of all the parents' employers and the amount earned from each employer in 2017. **The parent(s) must attach copies of all 2017 IRS W-2 forms issued to the parent(s) by employers.** 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 ID number at the top.

Employer's Name	2017 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

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 whose information was reported on the FAFSA must sign and date.

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 (Required)

Date

Parent's Signature (Required)

Date

Questions? Please contact our office at 202-885-6500 or via email at facounselor@american.edu

Do not mail this worksheet to the U.S. Department of Education. You should make a copy of this worksheet for your records.

How to Securely Submit Verification Documents to the Financial Aid Office

Option 1 (Preferred)

Current students can submit documents electronically by following these steps:

1. Open a browser to the webpage go.american.edu/verification
2. Enter your (student's) full AU email address* Ex: student@american.edu
3. Enter your (student's) AU portal password.
4. Complete the form
 - a. Select the specific documents you are submitting
 - b. To attach the form, click on the attachment icon in the lower right of the form
 - c. Select the documents from your computer/device. They should then appear at the bottom of the form.
5. Hit submit

Prospective students applying for admission can submit documents using Option #2 or Option #3 below.

Option #2

The student or parent(s) can submit documents via secure fax to 202-885-1025. Be sure to include the students name and AU ID# on all documents.

Option 3

The student or parent(s) can submit documents via the post office to AU Financial Aid Office, 4400 Massachusetts Ave, NW, Washington DC 20016-8001. Be sure to include the students name and AU ID# on all documents.

To protect your information, NEVER submit documents via email.

Questions?

To speak with a financial aid counselor, call our office at 202-885-6500 or email facounselor@american.edu.