



Dependent Verification Worksheet 2020-2021

Your 2020-2021 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding you federal student aid, we may ask you and your parents to confirm the information you reported on your FAFSA. If there are differences, your FAFSA information may need to be corrected. You and any parent whose information was reported on the FAFSA must complete and sign this worksheet, attach any required documents and submit them to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

Last Name	First Name	Middle Initial	PID
Address (include apt. no.)		Date of Birth	
City	State	Zip Code	Phone Number (include area code)

Section I: Household Information

List the people in parents' household. Include the following:

- Yourself, even if you do not live with your parent(s).
- Your parents. Do not include a parent who is not living in the household due to separation, divorce, or death.
- Your parents' other children if your parent(s) will provide more than half of their support from July 1, 2020 through June 30, 2021.
- Your unborn child and/or parent's unborn child, if that child will be born before June 30, 2021, and your parents will provide more than half of the child's support from the projected birth date through Jun 30, 2021
- 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.

First	Full Name Last	Age	Relationship to you (self, parent, brother, sister, etc)	If this person will attend college half-time or more in 2020-2021, print the name of the college.	Will be Enrolled at least 6 credit hours? Yes or No
			Self	Colorado State University-Pueblo	

Note: We may require additional documentation if we have reason to believe that the information regarding the household member enrolled in eligible postsecondary education institutions is inaccurate. If there are more than seven people in your household, please attach a separate piece of paper with the above information for each additional person.

THIS FORM CANNOT BE FAXED OR EMAILED. Federal Regulations require the original document be mailed to:
 Colorado State University-Pueblo
 Student Financial Services
 2200 Bonforte Blvd
 Pueblo, CO 81001

Last Name: _____ First name: _____ PID: _____

The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at StudentAid.gov. In most cases, no further documentation is needed to verify 2018 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

Section II: Student 2018 Tax Information

Please mark the appropriate box for your tax situation and provide the required documents.

Check One	If you:	You must:
<input type="checkbox"/>	Filed 2018 Tax Return and did use the IRS Data Retrieval Tool on the FAFSA.	Complete this Verification Worksheet and return it to our office.
<input type="checkbox"/>	Filed 2018 Tax Return and did not use the IRS Data Retrieval Tool on the FAFSA	Submit a copy of your 2018 IRS Tax Return Transcript or a signed IRS Form 1040 including all filed schedules.
<input type="checkbox"/>	Worked in 2018 and did not file a 2018 Tax Return	Provide copies of your 2018 W-2's and list 2018 employment information: Source: _____ Amount: _____ 1. _____ 1. _____ 2. _____ 2. _____ 3. _____ 3. _____
<input type="checkbox"/>	Did not work in 2018 and did not file a 2018 Tax Return	By selecting this option you are verifying that you had zero wages/income in 2018.

Section III: Parent 2018 Tax Information

Please mark the appropriate box for your tax situation and provide the required documents.

Check One	If your parent:	Parent must:
<input type="checkbox"/>	Filed 2018 Tax Return and did use the IRS Data Retrieval Tool on the FAFSA	Complete this Verification Worksheet and return it to our office.
<input type="checkbox"/>	Filed 2018 Tax Return and did not use the IRS Data Retrieval Tool on the FAFSA	Submit a copy of your 2018 IRS Tax Return Transcript or a signed IRS Form 1040 including all filed schedules.
<input type="checkbox"/>	Worked in 2018 and did not file a 2018 Tax Return	Submit: Verification of Non-Filing (VNF) from the IRS and All 2018 W-2's and All 2018 employment information: Source: _____ Amount: _____ 1. _____ 1. _____ 2. _____ 2. _____ 3. _____ 3. _____
<input type="checkbox"/>	Did not work in 2018 and did not file a 2018 Tax Return	Submit a Verification of non-Filing (VNF) from the IRS.

Section IV: High School Completion Status

Provide one of the following documents to indicate the student’s high school completion status when the student begins college in 2020–2021. Check the box of the document you will attach to this worksheet.

- A copy of the student’s high school diploma.
- For students who completed secondary education in a foreign country, a copy of the “secondary school leaving certificate” or other similar document.
- A copy of the student’s final official high school transcript that shows the date when the diploma was awarded.
- A State certificate or transcript received by a student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree.
- For a student who was homeschooled in a State where State law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a State where State law does not require the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a transcript, or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

A student who is unable to obtain the documentation listed above must contact the financial aid office.

Section V: Certification and Signatures

I understand that it is my responsibility to submit all necessary documentation listed in the previous tables that apply to my filing status. Failure to do so may result in delays in packaging and disbursement, late charges on my student bill, or being ineligible for financial aid for the enrolment period.

By signing this worksheet, I/we certify that all the information reported on this form is complete and correct. My/our signature(s) below authorize any needed corrections to the information reported on the Free Application for Federal Student Aid (FAFSA) as a result of the verification process. The student and one parent **MUST** sign this form.

Warning: Intentionally providing false and misleading information on the FAFSA is fraud. The penalties for lying on the FAFSA include, but are not limited to, fines of up to \$20,000 and up to five years of jail time, in addition to repaying the financial aid received by the student.

<p>Student’s Signature Date</p>	<p>Parent’s Signature Date</p>
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How to Obtain Tax Documents From the IRS

Tax Return Transcript (TRT)

Online Request: Go to www.irs.gov, under the File heading on the IRS homepage click “Get Your Tax Record.” You can then choose to “Request online or “Request by Mail.” Make sure to request the “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript.”

Telephone Request: 1-800-908-9946

Verification of Non-Filing

Complete Form 4506-T found at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>.

Check box 7 (Verification of Nonfiling).

For question 9, put 12/31/18.

Once completed, mail to the appropriate address found on page 2 of Form 4506-T.

Last Name: _____ First name: _____ PID: _____

Section VI: Identity and Statement of Educational Purpose

The student must appear in person at **Colorado State University Pueblo, Student Financial Services** 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 presence of the institutional official, the Statement of Educational Purpose provided below.

If the student is **unable** to appear in person at **Colorado State University Pueblo, Student Financial Services** to verify his or her identity, the student must provide to the institution:

- (a) The original Statement of Educational Purpose provided below, **which must be notarized.**
- (b) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport.

Statement of Educational Purpose

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

and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending **Colorado State University-Pueblo** for 2020–2021.

Student's Signature Date

CSUP Staff Signature Date Collected

Notary Portion:

State of _____ City/County of _____.

On _____, before me, _____, personally appeared _____,
(Date) (Notary's name) (Printed name of signer)

and provided to me on the basis of satisfactory evidence of identification _____ to be the above-named
(Type of government-issued photo ID)

person who signed the foregoing instrument. WITNESS my hand and official seal

My commission expires on _____

(Notary Signature)

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Pueblo, CO 81005