

Bluffton University

2021-2022 Verification Worksheet - Dependent

Your 2021-2022 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, you may be asked to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school 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 financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

A. Dependent Student's Information

Student's Last Name	First Name	Student's ID #
Student's Street Address		Student's Date of Birth
City	State	Zip Code
Parent's Home Phone Number (include area code) <input type="checkbox"/> check if cell phone		Student's Cell Phone Number

B. Dependent Student's Family Information *If more space is required, attach a separate page.

Full Name	Age
<ol style="list-style-type: none"> 1. Include yourself. 2. Write the names of the people in your parent(s)' household in the chart below: <ul style="list-style-type: none"> • <i>If your parents are divorced</i>, list the parent you lived with the most during the last 12 months. If you did not live with one parent more than the other, indicate the parent who provided more than half of your support during the last twelve months. • <i>If your parent is remarried</i>, include step-parent. • <i>If your parents are unmarried but live together</i>, list Parent #1 and Parent #2. 3. Include your parent(s)' other children, if your parents provide more than half of their support between July 1, 2021 and June 30, 2022 or if the children would be required to provide parental information if they were completing a 2021-22 FAFSA. 4. Include other dependents, if they now live with your parent(s) and your parent(s) will continue to provide more than half of their support through June 30, 2022. 	Write the age of each family member in the chart below.
	Relationship
	Write the relationship of each family member to the student in the chart below.
	College
	Add the name of the college for any household member (excluding parents) who will be enrolled in a degree, diploma, or certificate program at an eligible postsecondary educational institution at least half-time any time between July 1, 2021 and June 30, 2022.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time Y/N
		<i>Self</i>	<i>Bluffton University</i>	

C. Dependent Student’s Income Information to Be Verified

1. **TAX RETURN FILERS**—**Important Note:** If the student filed, or will file, an amended 2019 IRS tax return, the student must contact the financial aid administrator before completing this section.

Instructions: Complete this section if the student filed or will file a 2019 IRS income tax return(s). *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 2019 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

- The student has used the IRS DRT in FAFSA on the Web to transfer 2019 IRS income tax return information into the student’s FAFSA.
- The student has not yet used the IRS DRT in FAFSA on the Web but will use the tool to transfer 2019 IRS income tax return information into the student’s FAFSA.
- The student is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school with a **2019 IRS tax return transcript** or a **signed photocopy of the 2019 income tax return**.

A 2019 IRS Tax Return Transcript may be obtained through:

- **Get Transcript ONLINE** – Go to www.irs.gov, select “Get My Tax Record.” Click “Get Transcript online.” Make sure to request the 2019 “Return Transcript” and **NOT** the “Account Transcript.” To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user’s name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS’s two-step authentication.
- **Get Transcript by MAIL** – Go to www.irs.gov, select “Get My Tax Record.” Click “Get Transcript by Mail.” Make sure to request the 2019 “Return Transcript” and **NOT** the “Account Transcript.” The transcript is generally received within 10 business days from the IRS’s receipt of the online request.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS’s receipt of the telephone request.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS’s receipt of the paper request form.

- Check here if a **2019 IRS tax return transcript(s) or return photocopy** is provided.
- Check here if a **2019 IRS tax return transcript(s) or return photocopy** will be provided later.

2. **TAX RETURN NONFILERS**—Complete this section if the student will not file and is not required to file a 2019 income tax return with the IRS.

Check the box that applies:

- The student was not employed and had no income earned from work in 2019.
- The student was employed in 2019 and has listed below the names of all employers, the amount earned from each employer in 2019, and whether an IRS W-2 form is provided. **Provide copies of all 2019 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	2019 Amount Earned	IRS W-2 Attached? Y/N

D. Parent’s Income Information to Be Verified

1. TAX RETURN FILERS—Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2019 or had a change in marital status after December 31, 2019.

Instructions: Complete this section if the parents filed or will file a 2019 IRS income tax return(s). *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 FAFSA.gov.* In most cases, no further documentation is needed to verify 2019 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

- The parents have used the IRS DRT in FAFSA on the Web transfer 2019 IRS income tax return information into the student’s FAFSA.
- The parents have not yet used the IRS DRT in FAFSA on the Web but will use the tool to transfer 2019 IRS income tax return information into the student’s FAFSA.
- The parents are unable or choose not to use the IRS DRT in FAFSA on the Web, and instead will provide the school with a **2019 IRS tax return transcript(s)** or **signed photocopies of the 2019 income tax return(s)**.

A **2019 IRS Tax Return Transcript** may be obtained through:

- **Get Transcript ONLINE** – Go to www.irs.gov, select “Get My Tax Record.” Click “Get Transcript online.” Make sure to request the 2019 “Return Transcript” and **NOT** the “Account Transcript.” To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user’s name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS’s two-step authentication.
- **Get Transcript by MAIL** – Go to www.irs.gov, select “Get My Tax Record.” Click “Get Transcript by Mail.” Make sure to request the 2019 “Return Transcript” and **NOT** the “Account Transcript.” The transcript is generally received within 10 business days from the IRS’s receipt of the online request.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS’s receipt of the telephone request.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS’s receipt of the paper request form.

- Check here if a **2019 IRS tax return transcript(s)** or **2019 signed tax return(s)** is provided.
- Check here if a **2019 IRS tax return transcript(s)** or **2019 signed tax return(s)** will be provided later.

2. TAX RETURN NONFILERS—Complete this section if the parents will not file and are not required to file a 2019 income tax return with the IRS.

Check the box that applies:

- Neither parent was employed and neither had income earned from work in 2019 (see note below)
- One or both parents were employed in 2019 and have listed below the names of all employers, the amount earned from each employer in 2019, and whether an IRS W-2 form is provided. Provide copies of all 2019 IRS W-2 forms issued to the parents 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 at the top. (see note below)

Employer’s Name	2019 Amount Earned	IRS W-2 Attached? Y/N

***** Parent(s) NOT filing taxes must provide a 2019 [Verification of Non-filing Letter](#) from the IRS. Use Form 4506-T from the IRS.gov website (found under Forms & Instructions) to request this letter.**

E. Parent's Other Information to Be Verified

1. Complete this section if someone in the parent's household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program (SNAP) sometime during 2019.

One of the persons listed in Section B of this worksheet received SNAP benefits in 2019. If asked by the student's school, I will provide documentation of the receipt of SNAP benefits during 2019.

2. Complete this section if one of the parents included in the household **paid** child support in 2019.

Provide in the space below the names of the persons who paid the child support, the names of the persons to whom the child support was paid, the names and ages of the children for whom child support was paid, and the total annual amount of child support that was paid in 2019 for each child. If asked by the school, I will provide documentation of the payment of child support. If you need more space, attach a separate page that includes your student's name at the top.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name and Age of Child for Whom Support Was Paid	Amount of Child Support Paid in 2019
		TOTAL amount of child support paid	\$

F. 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 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

Date

Parent's Signature

Date

Sign and return this worksheet along with all required documentation to :

**Bluffton University
Financial Aid Office 48
1 University Drive
Bluffton OH 45817-2104**

or Fax: 419-358-3073

or Scan & Email: finaid@Bluffton.edu