



## 2019-20 INDEPENDENT STUDENT FAFSA VERIFICATION WORKSHEET

Your 2019-20 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "Verification." Federal law says that as part of the process of awarding federal student aid, Seattle University must ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, Seattle University's Student Financial Services 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. If you have questions about verification, contact the Student Financial Services Office at 206-220-8020 or email [financialservices@seattleu.edu](mailto:financialservices@seattleu.edu) as soon as possible so that your financial aid will not be delayed.

### Instructions:

1. Complete the following items in ink. Please print.
2. Complete and sign the worksheet.
3. Using the contact information at the top of this page, mail, scan and email, or fax the completed worksheet to the Student Financial Services Office.

### SECTION A: STUDENT INFORMATION

**Check One:**  Continuing SU Student  New Undergraduate Student  New Graduate Student

_____ Last Name	_____ First Name	_____ M.I.	_____ SU Student ID
_____ Street Address (include apartment number)			_____ Student's Date of Birth
_____ City	_____ State	_____ Zip Code	_____ Student's Email Address
_____ Area Code and Home Phone Number			_____ Area Code and Cell Phone Number

### SECTION B: FAMILY INFORMATION

List below the name, age, and relationship of the people in the student's household. Include:

- The student and student's spouse (if student is married).
- The student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2019, through June 30, 2020, even if a child does not live with the student.
- Other people if they now live with the student and the student or spouse provides 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, 2020.

Number in College: Include in the space below information about any household member who is, or 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, and include the name of the college. *If more space is needed, attach a separate page with the student's name and SU ID number at the top.*

Full Name	Age	Relationship	College	Will be enrolled at least half time?
<i>EXAMPLE: Missy Jones</i>	<i>18</i>	<i>Daughter</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>	<i>Seattle University</i>	

Student's Name: \_\_\_\_\_ SU ID Number: \_\_\_\_\_

## SECTION C: STUDENT'S INCOME INFORMATION

### Did you file 2017 Federal Income Taxes?

- YES: Complete Option #1
- NO: Proceed on to complete Option #2

**OPTION 1 for TAX FILERS:** Provide the information below IF THE STUDENT WAS REQUIRED TO FILE A 2017 TAX RETURN.

**Important Note:** The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2017, amended taxes, or had a change in marital status after December 31, 2017.

**Instructions:** Complete this section if the student and spouse filed or will file a 2017 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](http://FAFSA.gov).* In most cases, no further documentation is needed to verify 2017 income information 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 2017 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 **2017 IRS Tax Return Transcript(s)**. You may obtain a copy of your Tax Return Transcript by going to [www.irs.gov](http://www.irs.gov) and selecting "Get Your Tax Record" or by phone at 1-800-908-9946.
- 2017 IRS Tax Return Transcript is attached with this document for submission.

**OPTION 2 for NON-FILERS:** Provide the information below IF THE STUDENT WAS NOT REQUIRED TO FILE A 2017 TAX RETURN

The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and spouse will not file and are not required to file a 2017 income tax return with the IRS.

**REQUIRED #1:** Student and spouse must submit **IRS Verification of Non-filing Letter** or other confirmation of non-filing status from the IRS or relevant tax authority, dated on or after October 1, 2018. The letter can be obtained by using the IRS "Get Your Tax Record" tool at [www.irs.gov](http://www.irs.gov), or by completing, printing, and mailing IRS Form 4506-T and checking box 7.

- Confirmation of non-filing is attached with this document for submission.

**REQUIRED #2: Check the box below that applies**

- The student and spouse were not employed and had no income from work in 2017.
- The student and/or spouse were employed in 2017 and have listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form or an equivalent document is provided. **[Provide copies of all 2017 IRS W-2 forms issued to the student and spouse by their employers].** List every employer even if the employer did not issue an IRS W-2 form. (See next page)

Student's Name: \_\_\_\_\_ SU ID Number: \_\_\_\_\_

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

**SECTION D: CERTIFICATION AND SIGNATURES**

I certify that all of the information reported on this worksheet is complete and correct.  
The student must sign and date this worksheet.  
If married, the spouse's signature is optional.

**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

\_\_\_\_\_  
Spouse's Signature (Optional)

\_\_\_\_\_  
Date

*Please be sure to make a copy of this worksheet for your records.  
Mail, scan and email, or fax the completed, signed worksheet to the SFS Office  
using the contact information given at the top of the first page.*