



VERIFICATION FORM (DEPENDENT STUDENTS) 2019-2020

Student Information

LAST NAME	FIRST NAME	MI	SIS STUDENT ID	DATE OF BIRTH

Instructions:

Your 2019-2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called Verification. Federal regulations require the Office of University Financial Aid to verify specific information you provided on your 2019-2020 FAFSA prior to awarding/disbursing financial aid. Based on the information you provide, your FAFSA may be corrected and any aid offered may be adjusted.

FIRST-YEAR AND TRANSFER APPLICANTS: Please return the completed form via email either to financialaid@case.edu or directly to the Financial Aid staff member who requested it.

CONTINUING/CURRENT CWRU STUDENTS: Please upload the completed form online by logging into the My Financial Aid Portal, clicking on the menu in the upper left corner, clicking on the documents & messages option to locate the **Verification Form - Dependent** upload.

If you have any questions, please feel free to contact us at financialaid@case.edu or call 216-368-4530 or 800-945-4530.

FOR OFFICE USE ONLY:

Aid Year: 2020

Document Name: FA Verification Form - Dependent

STEP ONE: Verify Family Information

Please list all members of your household. This includes:

- yourself and your parent(s), including any step-parent in the household
- your parents' other dependent children
- Include other people only if they currently live in your parents' household, receive one-half of their support from your parents, and will continue to live with and receive one-half of their support from your parents through June 30, 2020.

Name	Age	Relationship to Student	Name of College if attending in 19-20	Year in College in 19-20
YOU, the student		Self	CWRU	

STEP TWO: Tax Return Verification

Please check the appropriate box for both the student and parent(s) column

- | Student | Parent(s) | |
|-----------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="radio"/> | <input type="radio"/> | used or will use the IRS Data Retrieval Tool to transfer my/our 2017 IRS Income Tax Return information into my FAFSA (preferable, no additional documents required)* |
| <input type="radio"/> | <input type="radio"/> | unable to or choose not to use the IRS Data Retrieval Tool and will submit a signed copy of my/our 2017 Federal Income Tax Return |
| <input type="radio"/> | <input type="radio"/> | did not and is/are not required to file a 2017 IRS Income Tax Return (see next page for further instructions) |

* Instructions to use the IRS Data Retrieval Tool

- Login at www.fafsa.gov and select "Make a Correction"
- Choose the Financial Information tab for parent or student financial information
- Change the tax filing status to "Already Completed"
- Review conditions and, if appropriate, select "None of the Above"
- You will be presented with the option to link to the IRS where you input your name and address before selecting "Transfer My Tax Information into the FAFSA"
- Click "Transfer Now"
- Once back in your FAFSA correction, click Save and then click Next. **SAVE AND SUBMIT YOUR FAFSA CORRECTION.**

STEP THREE: Verification of Non-Filer Status

Complete this section if the student or parent(s) will not file and are not required to file a 2017 Federal Income Tax Return with the IRS. Submit documentation from the IRS (or other tax authority) dated on or after October 1, 2018 that indicates a 2017 IRS income tax return was not filed. Please check the appropriate box for both the student and parent(s) column.

- | | | |
|-----------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Student | Parent(s) | |
| <input type="radio"/> | <input type="radio"/> | not employed and had no income earned from work in 2017 |
| <input type="radio"/> | <input type="radio"/> | was employed in 2017 but not required to file a 2017 Federal Income Tax Return. List all employers and provide copies of all 2017 W-2 forms issued |

Source of Income (wages, interest)	2017 Student Income			2017 Parent Income		
	\$		W-2 provided?	\$		W-2 provided?
	\$		W-2 provided?	\$		W-2 provided?
	\$		W-2 provided?	\$		W-2 provided?

- | | | |
|---------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Student | Parent(s) | |
| N/A | <input type="radio"/> | Attached is documentation from the IRS (or other tax authority) dated on or after October 1, 2018 that indicates a 2017 IRS Income Tax Return was not filed with the IRS or other tax authority** (PARENTS ONLY). |

**Instructions to obtain documentation of Non-Filer Status from the IRS

- Go to www.IRS.gov, and click "Get Your Tax Record" and then "Get Transcript Online" and follow the prompts to verify your identity. If you are able to successfully register, you will receive a PDF page indicating that the IRS has no record of a tax return being filed for 2017. Attach a printout of the PDF you receive to this form.
- If you are unable to successfully register to "Get Transcript Online," you must request a Verification of Non-Filing (VONF) letter using IRS Form 4506-T. A VONF letter is not available through the "Get Transcript by Mail" or phone request processes.

If you have attempted to obtain the verification of non-filer status from the IRS (or other tax authority) and were unable to obtain the required documentation, please initial here: _____

By initialing here, you certify that you attempted, but failed to obtain, the appropriate documentation, have not filed and are not required to file a 2017 income tax return and have listed the sources of any 2017 income earned above with attached W-2 form(s).

I certify that all of the information provided on this form and on the Free Application for Federal Student Aid (FAFSA) is true and complete to the best of my knowledge. I understand that if I purposefully give false or misleading information on this form, or on the FAFSA, I may be subject to a \$20,000 fine, a prison sentence, or both.

Student's signature	Date
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Parent's signature	Date
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