

Kean University
Office of Financial Aid
1000 Morris Avenue
Union, NJ 07083

2018–2019 Verification Worksheet for Dependent Student

Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected for a process called verification. Before awarding Federal Student Aid, the Office of Financial Aid will ask you to confirm the information you and your parents reported on the FAFSA. To verify that you provided correct information, we will compare your FAFSA data with the information on this worksheet and/or any other required documents. If there are differences, your FAFSA information may need to be corrected. You and your parent(s), whose information was reported on the FAFSA, must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Office of Financial Aid. Note that we may request additional information. If you have questions about verification, contact the Office of Financial Aid as soon as possible so that your financial aid will not be delayed.

Dependent Student Information

Student Last Name	First Name	M.I.	Kean ID #
Street Address (include apt. no.)			Date of Birth
City	State	Zip Code	Kean Email Address
Home Phone Number (include area code)			Alternate or Cell Phone Number

Dependent Student Family Information

1. In the spaces below, list the names, ages, and relationships (to you) of the people in your parents' household. Include:
 - Yourself.
 - Your parent(s), even if you do not live with your parent(s).
 - If your parent has remarried, include your stepparent's information.
 - If your parents are divorced/separated, do not list the non-custodial parent if s/he does not live in the household.
 - Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2018 to June 30, 2019, even if they do not live with your parent(s).
 - Include children who are required to report your parent's information on the 2018-2019 FAFSA.
 - Do not include older siblings (age 26 and over) that are not supported by 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 from July 1, 2018 through June 30, 2019.
2. If any person listed below (**excluding your parents**) will be enrolled at least half-time in a degree or certificate program at an eligible postsecondary educational institution any time between July 1, 2018 and June 30, 2019, list the name of the college.

Full Name	Age	Relationship to Student	College(only if applicable)	Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes (not parents)</i>
		<i>Self</i>	<i>Kean University</i>	

Income Information to Be Verified

1. Student – check box a or b:

- a. I have filed a 2016 IRS Tax Return. Check Box i, ii or iii.
 - i. I have used the IRS Data Retrieval Tool to transfer my 2016 tax information onto the FAFSA.
 - ii. I have attached a copy of my 2016 IRS Tax Return Transcript to this Worksheet.
 - iii. I will submit a copy of my 2016 IRS Tax Return Transcript separately. ([Click here for instructions.](#)) Verification cannot be completed until the Office of Financial Aid has received all Tax Transcripts.

- b. I did not, will not, and am not required to file a 2016 IRS Tax Return. Check either Box i or ii.
 - i. I was not employed and did not earn income from work in 2016.
 - ii. I was employed in 2016. I have listed below my employer(s) and gross amount(s) earned. I have attached a copy(ies) of my 2016 Wage and Tax Statement(s) (Form W-2) or have submitted (or will submit) a copy separately. *Attach a separate page if necessary (with student’s name and Kean ID#).*

Employer’s Name	2016 Amount Earned	IRS W-2 Attached?
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

2. Parent – check box a or b:

- a. I/We have filed a 2016 IRS Tax Return. Check Box i, ii or iii.
 - i. I/We have used the IRS Data Retrieval Tool to transfer 2016 tax information onto the FAFSA.
 - ii. I/We have attached a copy of my/our 2016 IRS Tax Return Transcript to this Worksheet.
 - iii. I/We will submit a copy of my/our 2016 IRS Tax Return Transcript separately. ([Click here for instructions.](#)) Verification cannot be completed until the Office of Financial Aid has received all Tax Transcripts.

- b. I/We did not, will not, and am not required to file a 2016 IRS Tax Return. Submit a **2016 Verification of Non-filing Letter from the IRS** ([click here for instructions](#)) AND check either Box i or ii.
 - i. I/We was not employed and did not earn income from work in 2016.
 - ii. I/We was employed in 2016. I have listed below my/our employer(s) and gross amount(s) earned. I/We have attached a copy(ies) of 2016 Wage and Tax Statement(s) (Form W-2) or have submitted (or will submit) a copy separately. *Attach a separate page if necessary (with student’s name and Kean ID#).*

Employer’s Name	2016 Amount Earned	IRS W-2 Attached?
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sent to prison, or both.