

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

**2017–2018 Verification Worksheet for Dependent Student**

Your 2017-2018 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, 2017 to June 30, 2018, even if they do not live with your parent(s).
    - Include children who are required to report your parent's information on the 2017-2018 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, 2017 through June 30, 2018.
2. If any person listed below (**excluding your parents**) will be enrolled at least half-time in a degree or certificate program at a postsecondary educational institution any time between July 1, 2017 and June 30, 2018, 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</i>
		<i>Self</i>		

**Income Information to Be Verified**

**Tax Return Filers:** If you and/or your parent(s) filed a 2015 IRS Federal Tax Return, income verification can be accomplished by using the **IRS Data Retrieval Tool (IRS DRT)**, which transfers tax information onto the FAFSA. Go to [www.fafsa.gov](http://www.fafsa.gov) and use the IRS DRT if you have not yet done so.

If you or your parent(s) are unable or choose not to use the IRS DRT, then you must request a 2015 **Tax Return Transcript** from the IRS and submit a copy to this office. *Do not submit a copy of your Federal Tax Return (IRS Form 1040 or 1040A/EZ).* You can request a Transcript by calling the IRS at 1-800-908-9946 or going online at <https://www.irs.gov/individuals/get-transcript>. If you amended your tax return, are unable to request a Tax Return Transcript due to identity theft, or filed a tax return from a foreign country or U.S. territory, contact the Office of Financial Aid for further instructions.

**Student – check box a or b:**

- a. I have used the IRS DRT to retrieve and transfer my 2015 IRS income information into my FAFSA or FAFSA Correction.
  
- b. I have filed a 2015 IRS Tax Return, but am unable or have chosen not to use the IRS DRT in FAFSA on the Web. *Check one of the following boxes:*
  - i. I have attached a copy of my IRS Tax Transcript to this Worksheet.
  - ii. I will submit a copy of my IRS Tax Transcript separately. Verification cannot be completed until the Office of Financial Aid has received all IRS Tax Transcripts.

**Parent(s) – check box a or b:**

- a. I/we have used the IRS DRT to retrieve and transfer 2015 IRS income information into the student’s FAFSA or FAFSA Correction.
  
- b. I/we have filed a 2015 IRS Tax Return, but am unable or have chosen not to use the IRS DRT in FAFSA on the Web. *Check one of the following boxes:*
  - i. I/we have attached a copy of my/our IRS Tax Transcript to this Worksheet
  - ii. I/we will submit a copy of the IRS Tax Transcript separately. Verification cannot be completed until the Office of Financial Aid has received all IRS Tax Transcripts.

Student's Name: \_\_\_\_\_ Kean ID #: \_\_\_\_\_

**Non-Tax Return Filers:** Complete this section if the student and/or the student's parent(s) did not file and is not required to file a 2015 Income Tax Return with the IRS. For student's parent(s), include information from each parent if they are included in the household.

**Important:** Student and/or parent(s) must also provide a 2015 IRS Verification of Non-Filing Letter from the IRS or other relevant tax authority dated on or after October 1, 2016, indicating that a 2015 income tax return was not filed with the IRS. You can request the Letter by calling the IRS at 1-800-908-9946 or going online at <https://www.irs.gov/individuals/get-transcript>

**Student - check box a or b:**

- a. I was not employed and did not earn income from work in 2015.
- b. I was employed in 2015. I have listed below my employer(s) and gross amount(s) earned. I have attached a copy(ies) of my 2015 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	2015 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

**Check one of the following:**

- \_\_\_\_\_ My 2015 IRS Verification of Non-Filing Letter is attached.
- \_\_\_\_\_ My 2015 IRS Verification of Non-Filing Letter will be provided later.

**Parent(s) - check box a or b:**

- a. I was (we were) not employed and did not earn income from work in 2015.
- b. I was (we were) employed in 2015. I/we have listed below employer(s) and gross amount(s) earned. I/we have attached a copy(ies) of 2015 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	2015 Amount Earned	IRS W-2 Attached?
<i>Suzy Sr's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

**Check one of the following:**

- \_\_\_\_\_ My/our 2015 IRS Verification of Non-Filing Letter(s) is attached.
- \_\_\_\_\_ My/our 2015 IRS Verification of Non-Filing Letter(s) will be provided later.

**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 whose information was reported on the FAFSA must sign and date.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, imprisoned, or both.