

## 2019-20 Dependent Verification Worksheet

Last Name	First Name	M.I.	Union ID or SSN
Address			Date of Birth
City	State	Zip	Phone Number

### Part 1. Household Information – Carefully follow instructions below

Please list:

1. **Yourself**
2. **Your parent(s).** In cases of separation/divorce, list the parent with whom you lived more during the past 12 months. If this parent is remarried, you must include your stepparent.
3. **Your siblings/other dependent children** for the 2019-20 academic year.
4. **Other people** if they live with and will receive at least half of their support from your parent(s) during the entire period from July 1, 2019 to June 30, 2020.

Full Name	Age	Relationship to Student (see instructions above)	Name of College (Attending at least half-time during 2019-20)	Graduate Student (Attending at least half-time during 2019-20)
		Self	Union College	No

If you need more space, attach a separate page and initial here:

### Part 2. Student 2017 Tax and Income Information – Did you file a 2017 tax return?

**YES, I filed a return.** Select one of the following:

1. I utilized the FAFSA IRS Data Retrieval Tool. All W-2(s) are attached or have been previously submitted.
2. The FAFSA IRS Data Retrieval Tool could not be utilized. My signed federal tax return and corresponding W-2(s) are attached or have been previously submitted.

**Note: If you were required to file an amended return,** you must submit a signed copy of the original tax return filed and a signed copy of your IRS Form 1040X.

**NO, I did not file a return.** Select one of the following:

1. I was not employed and had no income from work during the 2017 tax year.
2. I was employed and all W-2(s) are attached or have been previously submitted. Any employers who did not issue a W-2 are listed below.

Employer's Name (List only those who did not issue a W-2 form)	2017 Amount Earned

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
M.I.

\_\_\_\_\_  
Union ID or SSN

### Part 3. Parent 2017 Tax and Income Information

#### Part 3A to be completed by tax filers, Part 3B to be completed by non-filers

##### 3A. Tax Return Filers

Important Notes:

- If parents are married, but FILED SEPARATELY, each parent needs to submit their signed federal tax return.
- If parents filed an AMENDED return, submit signed federal tax return and a signed copy of IRS Form 1040X.
- If parents had a change in marital status after Dec 31, 2017, submit signed federal tax return.
- If parents filed using Tax ID numbers, submit signed federal tax return.

In addition to utilizing the FAFSA IRS Data Retrieval Tool and/or submitting signed federal tax returns, please select from the appropriate option(s) below:

- \_\_\_\_\_ 1. Parent W-2/1099 Forms are attached, were previously submitted, or will be submitted by April 15, 2019.
- \_\_\_\_\_ 2. No W-2 Forms received in 2017. If applicable, select one of the following:
- \_\_\_\_\_ a. IRS Form 1040, Schedule C is attached, was previously submitted, or will be submitted by April 15, 2019.
- \_\_\_\_\_ b. IRS Form 1065, Schedule K-1 is attached, was previously submitted, or will be submitted by April 15, 2019.

##### 3B. Tax Return Non-Filers

Parents who did not, and were not required to, file a tax return with the IRS must submit a Verification of Nonfiling. You can obtain the Verification of Nonfiling by completing IRS Form 4506-T located on the IRS website. NOTE: If neither parent filed, each parent must complete Form 4506-T. Once you receive the Verification of Nonfiling from the IRS, you must forward it to our office by the April 15, 2019 deadline. Additionally, please select one of the following options:

- \_\_\_\_\_ 1. All 2017 W-2(s) are attached or have been previously submitted. Note: Employers who did not issue a W-2 should be listed in Part 4.
- \_\_\_\_\_ 2. The parent(s) did not receive any W-2s or earn any income from work in 2017.

### Part 4. Untaxed Income

When applicable, add any additional sources of untaxed income and corresponding dollar amount

Sources of Untaxed Income	2017 Amount	Sources of Untaxed Income	2017 Amount
a. Child Support You Received		e. Health Savings Account (Form 1040, line 25)	
b. Disability Payments		f.	
c. Workers' Compensation		g.	
d. Untaxed Pensions		h.	

### Part 5. Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and accurate. The student and one parent whose information was reported on the FAFSA must sign and date. ORIGINAL SIGNATURES ONLY, E-signatures are not accepted.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date