

**2021-2022 Verification Worksheet**
*Dependent Student- Group 5*
**Entering Freshman?**
☐ Yes or ☐ No

*(Please select one)*
**A. Student's Information**

Last Name

First Name

M.I.

Redlands ID

Street Address (include apt. no.)

City

State

Zip Code

Date of Birth

Telephone Number w/ Area Code

**B. Family Information**

List Below the people in your **parents' household**. Include:

- **Yourself and your parent(s).** List both parents if your parents are married or are unmarried but living together. If your parents do not live together, then list the parent with whom you lived with the most over the past 12 months. Otherwise, list the parent who provided the most financial support. If that parent has remarried, also include your stepparent.
- **Your parents' other children,** if your parents will provide more than half of the children's support from July 1, 2021 through June 30, 2022, or if the other children would be required to provide parental information if they were completing a FAFSA for 2021-2022. Include children who meet either of these standards, even if a child does not live with the parents.
- **Other people if they now live with your parents** and your parents provide more than half of the other person's support and will continue to provide more than half of their support through June 30, 2022.
- **Include the name of the college** for each household member who is or will be attending an eligible postsecondary education institution as at least a half-time student in a program that leads to a degree or certificate anytime between July 1, 2021, and June 30, 2022.

<i>Full Name</i>	<i>Age</i>	<i>Relationship</i>	<i>College Attending during 2021-2022</i> (Do not include parents' college) (Do not include K-12)	<i>Will be Enrolled at Least Half Time</i> Yes or No	<i>Parents Provide More Than Half of Their Support?</i>
1)		<i>Self (Student)</i>	<i>University of Redlands</i>	<i>Yes</i>	<i>Yes</i>
2)					Yes <input type="checkbox"/> No <input type="checkbox"/>
3)					Yes <input type="checkbox"/> No <input type="checkbox"/>
4)					Yes <input type="checkbox"/> No <input type="checkbox"/>
5)					Yes <input type="checkbox"/> No <input type="checkbox"/>
6)					Yes <input type="checkbox"/> No <input type="checkbox"/>
7)					Yes <input type="checkbox"/> No <input type="checkbox"/>
8)					Yes <input type="checkbox"/> No <input type="checkbox"/>

If you need to list additional family members, please add an additional page with section A completed along with additional family members listed in section B.

Student Name: \_\_\_\_\_

Redlands ID: \_\_\_\_\_

**Verified Tax Information**

For the 2021–2022 academic year, student and parent 2019 income and tax information must be verified. The preferred method to verify this information is by using the IRS Data Retrieval Tool (DRT) on your FAFSA at studentaid.gov. Most students and parents will be eligible to use the DRT. If not, you may attach a signed 2019 IRS Income Tax Return as an additional option.

**A 2019 Tax Return Transcript may be obtained through:**

- Online Request – Go to [www.irs.gov/transcript](http://www.irs.gov/transcript). Click “Get Transcript Online” or “Get Transcript by Mail.”
- Telephone Request – Call (800) 908–9946
- Paper Request – IRS Form 4506-T. Check box #6a. Form must be sent to the IRS directly.

**Verification of Non-Filing may be obtained through:**

- Online Request – Go to [www.irs.gov/transcript](http://www.irs.gov/transcript). Click on “Get Transcript Online.”
- Paper Request – IRS Form 4506-T. Check box #7. Form must be sent to the IRS directly.

**Amended Tax Returns:** If you or your parents filed an amended 2019 tax return, submit a **signed** copy of the 1040X form **in addition to** the 2019 IRS Tax Return Transcript or signed initial 2019 IRS Income Tax Return.

**Foreign Tax Returns:** Submit a signed copy of the 2019 income tax return that was filed with the relevant tax authority along with a **signed** statement detailing the income amounts in US Dollars (USD).

**C. 2019 STUDENT Income Verification (select one)**

<input type="checkbox"/>	I have uploaded 2019 tax information via the IRS Data Retrieval Tool on the FAFSA
<input type="checkbox"/>	I have attached the 2019 IRS Tax Return Transcript <b>or</b> the <b>signed</b> 2019 IRS Income Tax Return
<input type="checkbox"/>	I earned wages in 2019, but was not required to file taxes. I have indicated how much I earned in the section below and have attached my W-2s.
<input type="checkbox"/>	I did not earn wages in 2019 and was not required to file taxes.

**Student wages earned from work (only complete if student DID NOT file taxes).**

Employer's Name	Amount Earned	W-2 or Equivalent Provided?
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>

**D. 2019 PARENT Income Verification (select one)**

<input type="checkbox"/>	I have uploaded 2019 tax information via the IRS Data Retrieval Tool on the FAFSA
<input type="checkbox"/>	I have attached the 2019 IRS Tax Return Transcript <b>or</b> the <b>signed</b> 2019 IRS Income Tax Return
<input type="checkbox"/>	I earned wages in 2019, but was not required to file taxes. I have indicated how much I earned in the section below, have attached my W-2s, and attached a “Verification of Non-Filing” letter from the IRS.
<input type="checkbox"/>	I did not earn wages in 2019 and was not required to file taxes. I have attached a “Verification of Non-Filing” letter from the IRS.

**Parent wages earned from work (only complete if parent DID NOT file taxes).**

Employer's Name	Amount Earned	W-2 or Equivalent Provided?
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>

Student Name: \_\_\_\_\_

Redlands ID: \_\_\_\_\_

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**E. Identity and Statement of Educational Purpose (To Be Signed In the Presence of the Notary)**

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The student must appear in person at University of Redlands or with a notary to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and that  
(Print Student's Name)

the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending University of Redlands for 2021-2022.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

*Sign this section in the presence of a notary and have the notary complete section F.*

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**F. Notary's Certification of Acknowledgement**

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State of \_\_\_\_\_ City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_, personally appeared, \_\_\_\_\_,  
(Date) (Notary's name) (Printed name of signer)

and proved to me on the basis of satisfactory evidence of identification \_\_\_\_\_ to be the above-named person  
(Type of unexpired government-issued photo ID provided)  
who signed the foregoing instrument.

**WITNESS my hand and official seal**

\_\_\_\_\_  
(Notary signature **and** Seal)

My commission expires on \_\_\_\_\_  
(Date)

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**G. Student's High School Completion Status**

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Provide one of the following documents below that indicate the student's high school completion status when the student will begin college in 2021-2022. *If you are unable to obtain the documentation listed below, you must contact the Office of Student Financial Services.*

**Check the box of the document you will attach to this worksheet:**

- ☐ A copy of the student's high school diploma (preferred)
- ☐ For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document
- ☐ A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- ☐ A State certificate or transcript received by a student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- ☐ An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- ☐ For a student who was homeschooled in a State where State law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- ☐ For a student who was homeschooled in a State where State law does not require the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a transcript, or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting

Student Name: \_\_\_\_\_

Redlands ID: \_\_\_\_\_

**H. Certification and Signatures**

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date. **WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.**

\_\_\_\_\_  
Student's Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Email Address

## Frequently Asked Questions about Verification

### **What is verification and why do I have to do it?**

Verification is one form of financial aid “quality control.” The process enables Student Financial Services to *verify* the accuracy of the information that you provided on your application for financial assistance. The U.S. Department of Education selects you to complete the verification process. Some students are selected every year, and some are never selected at all. In some cases, the University of Redlands may institutionally select students to complete the process.

### **Do I really have to complete the verification process?**

YES! Regardless of how or why you were selected, you must complete the verification process in full if you wish to receive any financial aid. Scholarships and grants will not be credited to your student account until verification is completed. In addition, loans will not be processed, and you will not be allowed to begin a Federal Work Study job.

### **How long do I have to complete the verification process?**

To expedite your financial aid package, you should respond as soon as possible. Your financial aid will not be finalized until the verification process is complete. It is your responsibility to ensure that your verification paperwork is returned to Student Financial Services in a timely manner.

**Please note:** Students who do not complete verification by April 15 will have their financial aid temporarily placed on HOLD. Students will be responsible for paying the entire semester balance until verification is completed. Once verification is complete and eligibility determined, the financial aid will be reinstated or adjusted if applicable.

### **What does my verification “group” mean?**

The Department of Education has implemented verification groups V1, V4 and V5. Please refer to your verification letter for a list of the documents that you must provide for your verification group, as each group has distinct requirements. If you have further questions, please contact Student Financial Services.

### **Am I required to submit 2019 W-2 forms?**

You are only required to submit W-2 forms if any of the following apply:

- You worked in 2019 but were not required to file and did not file a 2019 Federal Income Tax Return.
- You were granted a tax filing extension by the IRS beyond the automatic six-month extension for the 2019 tax year.
- You filed 2019 taxes as married filing jointly and are now separated, divorced, or widowed.

### **I don't have my W-2, what should I do?**

You should request a duplicate W-2 from the employer who issued the original W-2 to you. You can also request a copy of your Wage and Income Transcript from the IRS at <https://www.irs.gov/individuals/get-transcript>.

If you are unable to get a copy of your W-2 or an equivalent document in a timely manner, you may provide a signed statement that includes:

- The amount of income earned from work. **and**
- The source of that income. **and**
- The reason why the W-2 or equivalent document is not available.

### **Am I required to file a Federal Income Tax Return for 2019?**

For most people, a tax return must be filed with the Internal Revenue Service (IRS) if their 2019 income was at least:

Filing Status	Age at end of 2019	Minimum 2019 Gross Income
Single	Under 65	\$12,200
	65 or older	\$13,850
Head of Household	Under 65	\$18,350
	65 or older	\$20,000
Married, filing jointly	Under 65 (both spouses)	\$24,400
	65 or older (one spouse)	\$25,700
	65 or older (both spouses)	\$27,000
Married, filing separately	Any age	\$5
Qualifying Widow(er)	Under 65	\$24,400
	65 or older	\$25,700

Amounts listed are for people under the age of 65; if you are over 65, please refer to the IRS instruction booklets. This information is from the 2019 IRS 1040 and 1040A Instructions (see [www.irs.gov](http://www.irs.gov)).

**Please note:** self-employed persons are required to file a return if net earnings from self-employment were \$400 or more.

### **How do I obtain a copy of my 2019 IRS Tax Return Transcript?**

A 2019 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by Mail** – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript Online** – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T at [www.irs.gov/form4506t](http://www.irs.gov/form4506t). The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

In most cases, for electronic tax return filers, the IRS DRT or the IRS Tax Return Transcript will become available to them 2–3 weeks after their 2019 return has been accepted by the IRS. For paper filers, it will generally take 8 weeks after their 2019 return has been received by the IRS before the IRS DRT or the IRS Tax Return Transcript is available.

### **Do I need to provide my Tax Return Transcript and use the IRS Data Retrieval Tool?**

No. You are only required to submit one or the other. The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) which is part of the FAFSA on the Web: [www.fafsa.gov](http://www.fafsa.gov). In most cases, no further documentation is needed to verify 2019 income information if that information was transferred and not changed by the FAFSA filer.

Student Name: \_\_\_\_\_

Redlands ID: \_\_\_\_\_

### ***How do I use the IRS Data Retrieval Tool?***

Go to [www.fafsa.gov](http://www.fafsa.gov), log in to your student FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section(s) of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2019 IRS income tax information into the FAFSA. It takes 2-3 weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to 8 weeks for paper IRS tax return filers.

### ***I was granted a filing extension by the IRS beyond the automatic six-month extension for the 2019 tax year. What documents do I need to submit for the verification process?***

- A copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for tax year 2019; **and**
- A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2019; **and**
- Verification of Non-filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2020; **and**
- A copy of IRS Form W-2 for each source of employment income received or an equivalent document for tax year 2019 and, **and**
- If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2019.

### ***I filed an amended tax return (1040X). What documentation do I need to submit?***

If you filed an amended IRS Income Tax return for tax year 2019, you must provide:

- A signed copy of the 2019 IRS Form 1040X, "Amended U.S. Individual Income Tax Return" that was file with the IRS; **and**
- A 2019 IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcripts(s) that include all of the income and tax information required to be verified.

### ***I am victim of IRS Tax-related identity theft. How do I complete the verification process?***

If you are a victim of IRS tax-related identity theft you must provide:

- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft; **and**
- A Tax Return Database View (TRDBV) transcript obtained from the IRS by calling the IRS's Identity Protection Specialized Unit (IPSU) at 1-800-908-4490.

Tax filers who cannot obtain a TRDBV transcript may instead submit any other IRS tax transcript(s) that includes all of the income and tax information required to be verified

### ***I filed a foreign tax return. What tax documents do I need to provide?***

If you filed an income tax return with Guam, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico, and the U.S. Virgin Islands you may provide transcript obtained at no cost from the IRS or other relevant tax authority. If you are unable to obtain a no cost transcript, you may submit a signed copy of the 2019 income tax return. A tax filer who filed an income tax return with the tax authority for America Samoa must provide a copy of his or her tax account information.

A tax filer who filed an income tax return with a foreign tax authority, and who indicates that he or she is unable to obtain the tax account

information free of charge, must provide documentation that the tax authority charges a fee to obtain that information, along with a signed copy of his or her income tax return that was filed with the relevant tax authority.

### ***I did not file 2019 income tax returns; how do I provide confirmation of non-filing?***

Parents of dependent students, independent students, and spouses must provide confirmation of non-filing from the IRS or other relevant tax authority dated on or after October 1, 2020 **if** they have not filed and are not required to file a 2019 income tax return.

All individuals who were granted a filing extension by the IRS beyond the automatic six-month extension for the 2019 tax year must also submit confirmation of non-filing.

Confirmation of non-filing can be obtained through:

- **Get Transcript Online** at <https://www.irs.gov/individuals/get-transcript> and request Verification of Non-filing Letter. To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T at [www.irs.gov/form4506t](http://www.irs.gov/form4506t). The letter is generally received within 10 business days from the IRS's receipt of the paper request form.

If you are a resident of a foreign country or are unable to obtain verification of non-filing, please contact the Office of Student Financial Services for further guidance.

### ***What should I submit if I filed a 2019 joint income tax return, but at the time of filing the FAFSA was separated, divorced, or widowed?***

Independent students or parent(s) of dependent students who have had a change in marital status since filing their 2019 joint income tax return, must submit:

- A 2019 IRS Tax Return Transcript; **and**
- A copy of W-2 forms for each source of 2019 employment income received or an equivalent document.

If you or your parent are now married to someone other than the individual included on the 2019 joint income tax return, then a 2019 IRS Tax Return Transcript must also be submitted for stepparent or spouse.

### ***What if the 2019 income does not accurately reflect my family's current situation?***

Verification is still required to be completed using 2019 income information. You must still provide all of the relevant tax and income documents for the year requested. After verification is completed, you may request a review of the changes by filing the Special Circumstance Appeal form which can be found at [www.redlands.edu/faforms](http://www.redlands.edu/faforms).

Eligible circumstances for review include, but are not limited to, loss or reduction of employment, separation or divorce, unusual medical expenses not covered by insurance and loss of benefits such as social security or child support.