



Office of Enrollment Services
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2020 - 2021 Aggregate Verification Worksheet - Dependent Student

Your 2020-2021 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information Trinity will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Office of Enrollment Services. Trinity may ask for additional information. If you have questions about verification, contact the Office of Enrollment Services as soon as possible so that your financial aid will not be delayed.

A. Dependent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's Social Security No.
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)		Student's Alternate/Cell Phone	

B. Dependent Student's Family Information

List below the people in your *parent(s)' household*. Please include:

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2020, through June 30, 2021, or if the other children would be required to provide parental information if they were completing a FAFSA for 2020-2021. Include children who meet either of these standards, even if they do not live with 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 through June 30, 2021.
- Include the name of the college for any household member who will be enrolled at least half time, in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2020 and June 30, 2021.
- *If more space is needed, attach a separate page with your name and social security number at the top.*

Full Name	Age	Relationship	College	Will be enrolled at least half time?
		Self	Trinity Washington Univ.	

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

C. Dependent Student’s Income Information to Be Verified (Only complete Part 1 or Part 2 of Section C)

Part 1: For Tax Return Filers – only to be completed if you filed or will file a 2018 income tax return with the IRS.

Instructions: Complete this section if you, the student, filed or will file a 2018 income tax return with the IRS. The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2018 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

- The student has used the IRS Data Retrieval Tool to retrieve and transfer 2018 IRS income information into the student’s FAFSA. Trinity will use the IRS information that was transferred in the verification process.
- The student is unable or chooses not to use the IRS Data Retrieval Tool and will submit to the school a 2018 IRS Tax Return Transcript (not a photocopy of the income tax return).

NOTE: A 2018 IRS Tax Return Transcript may be obtained through the following methods: (1) **mail or online** by going to www.irs.gov and clicking on the “Get My Tax Record” link (select “Get Transcript by MAIL or “Get Transcript ONLINE”); (2) **automated telephone** request by calling (800) 908-9946; or (3) **paper request** form – IRS Form 4506T-EZ or IRS Form 4506-T. *You will need your social security number, date of birth, and the address on file with the IRS as shown on 2018 tax return filed. If choosing this option, the tax return transcript must be submitted with this form.*

Part 2: For Nontax filers

Instructions: Complete this section if you, the student, will not file and was not required to file a 2018 income tax return with the IRS.

Check the box that applies:

- The student was not employed and had no income earned from work in 2018
- The student was employed in 2018 (but was not required to file a 2018 income tax return with the IRS) and has listed below the names of all the student’s employers and the amount earned from each employer in 2018. *Attach copies of all 2017 IRS W-2 or 1099 forms issued to the student by employers.*

Employer’s Name	2018 Amount Earned
Example: Suzy’s Auto Shop	Example: \$2,000

D. Parent’s Income Information to Be Verified (Only complete Part 1 or Part 2 of Section D)

Part 1: Tax Return Filers

Instructions: Part 1 applies to each parent included in the household. Complete this section if you, the parent(s), filed or will file a 2018 income tax return with the IRS. The best way to verify income is by using the IRS Data Retrieval Tool (**IRS DRT**) that is part of FAFSA on the Web at FAFSA.gov. Notify the financial aid office if parents filed separate IRS income tax returns for 2018, have amended their 2018 income tax return(s) or had a change in marital status after 10/01/2019. Also notify if parent has earned income and filed a foreign income tax return.

Check the box that applies:

- The student’s parent(s) has used the IRS DRT in FAFSA On the Web to retrieve and transfer 2018 IRS income tax return(s) information into the student’s FAFSA. Trinity will use the IRS information that was transferred in the verification process.
- The student’s parent(s) is unable or chooses not to use the IRS Data Retrieval Tool and will submit to the school a 2018 IRS Tax Return Transcript (not a photocopy of the income tax return).

NOTE: A 2018 IRS Tax Return Transcript may be obtained through the following methods: (1) **mail or online** by going to www.irs.gov and clicking on the “Get My Tax Record” link (select “Get Transcript by MAIL or “Get Transcript ONLINE”); (2) **automated telephone** request by calling (800) 908-9946; or (3) **paper request** form – IRS Form 4506T-EZ or IRS Form 4506-T. You will need your social security number, date of birth, and the address on file with the IRS as shown on 2018 tax return filed. If choosing this option, the tax return transcript must be submitted with this form.

Part 2: For Nontax filers

Instructions: Part 2 applies to each parent included in the household. Complete this section if you, the parent(s), will not file, and were not required to file a 2018 income tax return with the IRS.

Check the box that applies:

- I certify that neither parent was employed and neither had income earned from work in 2018.
- I certify that one or both parents were employed in 2018 and have listed below the names of all employers and the amount earned from each employer in 2018. (Provide copies of **all** 2018 IRS W-2 or 1099 forms issued to the parent(s) by their employers). List every employer even if the employer did not issue an IRS W-2 or 1099 form.

Employer’s Name	2017 Amount Earned
Example: Suzy’s Auto Shop	Example: \$2,000

You must provide documentation from the IRS or other relevant tax authority (if foreign tax authority) dated on or after October 1, 2019 that indicates a 2018 Income tax return was not filed with the IRS or other relevant tax authority.

- Check here if confirmation of nonfiling for tax year 2018 is provided. **Please note that if this confirmation is not included Trinity will not be able to complete verification.**

Note: You can request an IRS Verification of Nonfiling at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> by completing and mailing **IRS form 4506-T** to the IRS (fill out lines 1a, 1b, 3, check line 7, enter 12/31/2018 on line 9, and all required information under the “Signature of Taxpayer” section.

E. High School Completion Status Verification

Instructions: Please provide **one** of the following documents confirming that you, the student, has completed high school. If you have **not** yet completed high school, but will complete high school before you begin at Trinity in the 2020-2021 award year, only return this form after you have completed high school. Contact us if unable to obtain the documentation below.

Check the box that applies:

- Attached is a copy of my high school diploma.
- Attached is a copy of my final official high school transcript, showing the date that my high school diploma was awarded.
- Attached is a copy of my General Educational Development (GED) certificate or GED transcript.
- Attached is an academic transcript indicating that I successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- I completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- I was homeschooled and my State law does not require a homeschooled student to obtain a secondary school completion credential. Attached is a transcript or the equivalent, signed by my parent or guardian, that lists the secondary school courses I completed and documents the successful completion of a secondary school education in a homeschool setting.
- I was homeschooled and my State law requires a student to obtain a secondary school completion credential. Attached is a copy of that credential

F. Identity Verification (The student must appear in person at the Enrollment Services Office to complete this section)

The **student**, _____, has appeared in person at Trinity Washington University, Office of Enrollment Services to verify his or her identity. The student has presented an original, valid and unexpired government-issued photo identification (ID) (such as a driver's license, other state-issued ID, passport). Trinity will make a copy of this original document to attach to this worksheet and maintain for the school's verification records.

Please note: If you are not able to appear in person to verify your identity, please contact the Office of Enrollment Services.

Enrollment Services staff signature _____ **Date:** _____

G. Statement of Educational Purpose (The student must appear in person at the Enrollment Services Office to complete and sign this section)

I certify that I, _____, am the individual signing this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Trinity Washington University for the 2020-2021 academic year.

(Student's Signature)

(Date)

(Student's ID Number or Social Security Number)

H. 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 must sign and date. **Warning: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

Student's Signature

Date

Parent's Signature

Date