

Verification Worksheet #1  
2019-2020



Your 2019-20 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document along with any other required documents. If there are discrepancies, your FAFSA information may need to be corrected. You and your spouse (if applicable) must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact Graduate Financial Aid so that your financial aid will not be delayed.

**Return this form to Graduate Financial Aid via: Fax 203-582-4061 or mail.**

**Student Information**

Student's Last Name	Student's First Name	Student's M.I.	Student's QU ID or Social Security Number
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 or Cell Phone Number

**Household Information** - List below the people in your household which **you are providing MORE THAN ½ of their SUPPORT.** Include:

- You and your spouse, if married.
- The student's or spouse's children if the student or spouse will provide more than half of their support from July 1, 2019, through June 30, 2020, even if the children do not live with the student.
- Other people if they now live with the student and the student or spouse provides more than half of their support and will continue to provide more than half of their support through June 30, 2020.

For any household member who will be enrolled at least part-time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2019 and June 30, 2020 include the name of the college.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Part-Time (Yes or No)
		<i>Self</i>		

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.

**Income/Tax Information – If Filed or Will File a 2017 Tax Return**

**Important Note:** The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2017 or had a change in marital status after December 31, 2017.

**Instructions:** Complete this section if the student and spouse filed or will file a 2017 IRS income tax return (s). *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 2017 IRS 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 DRT from the *FAFSA on the Web* to transfer 2017 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS DRT from the *FAFSA on the Web*, but will use the tool to transfer 2017 IRS income tax return information into the student's FAFSA.
- The student is unable or chooses not to use the IRS DRT from the *FAFSA on the Web*, and instead will provide the school a **2017 IRS Tax Return or Tax Return Transcript(s)**.

If the student and spouse filed separate 2017 IRS income tax returns, the IRS DRT cannot be used and the **2017 IRS Tax Return or Tax Return Transcript(s)** must be provided for each.

\_\_\_\_ Check here if a **2017 IRS Tax Return or Tax Return Transcript(s)** is provided.

\_\_\_\_ Check here if a **2017 IRS Tax Return or Tax Return Transcript(s)** will be provided later.

**Certification and Signature(s)**

Each person signing below certifies that all of the information reported is complete and correct.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature (Optional)

\_\_\_\_\_  
Date

**WARNING: If you purposely give false or misleading information you may be fined, sentenced to prison, or both.**

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

If you and your spouse filed a 2017 tax return, you do not need to complete this form.

**Verification of 2017 Income Information for Student Nontax Filers**

The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and spouse will not file and are not required to file a 2017 income tax return with the IRS.

**Check the box that applies:**

- The student and spouse were not employed and had no income earned from work in 2017.
- The student and/or spouse were employed in 2017 and have listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form or equivalent document is provided. [Provide copies of all 2017 IRS W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student’s name and ID number at the top.

Employer’s Name	IRS W-2 Provided?	Annual Amount Earned in 2017
<i>ABC’s Auto Body Shop (example)</i>	Yes	\$4,500
<b>Total Amount of Income Earned from Work</b>		<b>\$</b>

Provide documentation from the IRS (Verification of Nonfiler letter – Form 4506-T) or other relevant tax authority dated on or after October 1, 2018, that indicates a 2017 IRS income tax return was not filed with the IRS or other relevant tax authority.

Students can obtain a “Verification of Nonfiler” letter from the IRS by submitting:

- IRS Form 4506-T and checking box 7 & listing their QU ID in the Customer File Number section of the form. **Be sure to complete the form and mail it to the IRS to receive the confirmation letter.**
- Once you receive the letter from the IRS, submit it to the financial aid office.
- If you do not receive the verification letter within 3 weeks of requesting it, mail a copy of the IRS form 4506-T to the University so we can send a 2<sup>nd</sup> request.

\_\_\_\_ Check here if confirmation of nonfiling is provided.

\_\_\_\_ Check here if confirmation of nonfiling will be provided later. Date form was mailed to **IRS** \_\_\_\_\_

**Certification and Signature**

Each person signing below certifies that all of the information reported is complete and correct.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse’s Signature (Optional)

\_\_\_\_\_  
Date

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