



2021-2022 Dependent Verification Worksheet

Required by the U.S Department of Education

Raider Connect
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D

A. Student Information

Last Name _____	First Name M.I. _____	University ID (UID) – Required. <div style="border: 1px solid black; padding: 10px; text-align: center; font-size: 24px; font-weight: bold;">U</div> <p style="text-align: center; font-size: 12px;"><i>For assistance retrieving your UID Contact the Help Desk: 937-775-4827 or 1-888-775-4827</i></p>
Student Cell Phone Number _____	Parent Phone Number _____	
Age: _____	Last 4 of SSN: _____	

B. Parent(s) Household Information

▪ List name(s), age(s), SSN, etc. of parent(s) on the FAFSA who live in the household. Include stepparent if married to your biological or adoptive parent. Do not include a parent who does not live in the household due to legal separation or divorce.

	First and Last Name (Parent(s)/Stepparent)	Age	Last 4 of SSN	Relationship to Student (Mother/Father/Stepparent)
Parent 1			xxx-xx-	
Parent 2			xxx-xx-	

▪ List other children below for whom your parent(s) will provide more than half their support **July 1, 2021 - June 30, 2022**, even if they do not live with your parent(s). **Do not include children for whom child support is paid by your parent(s).**

▪ List other people below who are not your parents' children, **only if they now live with your parent(s) AND your parent(s) provide more than half** their support **AND** they will continue to provide more than half their support **July 1, 2021 - June 30, 2022**.

First and Last Name (Other Household Members)	Age	Relationship to Student	College name – if attending at least ½ time during 7/1/21-6/30/22	State – where college is located

**If more space is needed, please attach a separate page.

C. Certification - We certify that all information entered is complete and correct.

Signatures cannot be typed, copied & pasted, superimposed, or created with a mouse or stylus.

_____ / / _____ / /

Student Signature	Date	Parent Signature (one required)	Date
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For Office Use Only (VRDEPE - Dep Ver Worksheet)						Date Stamp
Parent 1	Parent 2	Student	Submit to Review:	ROAUSDF Review:	Complete:	
<input type="checkbox"/> 19TPAR <input type="checkbox"/> 19WPAR <small>(non-filer)</small>	<input type="checkbox"/> 19TPAR <input type="checkbox"/> 19WPAR <small>(non-filer)</small>	<input type="checkbox"/> 19TSTU <input type="checkbox"/> 19WSTU <small>(non-filer)</small>	Initials: _____ Date: _____	Initials: _____ Date: _____	Initials: _____ Date: _____	

Student Name:

UID:

D. Tax Filing Information for 2019

STUDENT MUST COMPLETE THIS SECTION - COMPLETE THE SIDE THAT APPLIES TO YOU

Student 2019 Taxes

Student filed a 2019 tax return

Provide one of these tax documents

- Use the IRS Data Retrieval Tool on the 2021-2022 FAFSA
- Send a copy of the 2019 Federal IRS Tax Return Transcript
- Send hand-signed, 2-page copy of Federal IRS Form 1040 Tax Return; include schedules 1, 2, & 3, if filed with the tax return

Student did not file a 2019 tax return AND was not required to file

Student *did not work* in 2019

Student *worked* in 2019 →

W-2s attached

REQUIRED IF TAX RETURN NOT FILED

Write in 2019 employment information if no tax return filed

Employer _____ Amount earned \$ _____

Employer _____ Amount earned \$ _____

Employer _____ Amount earned \$ _____

PARENT(S) MUST COMPLETE THIS SECTION - CHECK ALL BOXES THAT APPLY TO PARENT 1 AND PARENT 2

Parent(s) 2019 Taxes

Parent(s) filed a 2019 Tax Return

Joint Tax Return filed

Parent 1 and **Parent 2** filed a joint tax return

Parent 1 filed – No other parent in household

Parent 1 filed a tax return AND there is no other parent/stepparent in the household

Separate Return(s) filed – 2 parents in household

Parent 1 filed a separate tax return

Parent 2 filed a separate tax return

Provide one tax document for each return filed

- Use the IRS Data Retrieval Tool on the 2021-2022 FAFSA
- Send a copy of the 2019 Federal IRS Tax Return Transcript
- Send hand-signed, 2-page copy of Federal IRS Form 1040 Tax Return; include schedules 1, 2, & 3, if filed with the tax return

Parent(s) did not file a 2019 Tax Return

Parent 1 *did not file* 2019 tax return AND was not required to file

Parent 2 *did not file* 2019 tax return AND was not required to file

Worked/Did not work – for parent(s) who did not file a tax return

Parent 1 *did not work* in 2019

Parent 2 *did not work* in 2019

Parent 1 *worked* in 2019 →

Parent 2 *worked* in 2019 →

W-2s attached

REQUIRED IF TAX RETURN NOT FILED

Write in 2019 employment information if no tax return filed

Employer _____ Amount earned \$ _____

Employer _____ Amount earned \$ _____

Employer _____ Amount earned \$ _____

Employer _____ Amount earned \$ _____

E. Untaxed Distributions from IRAs, Pensions, Annuities (2019 IRS Form 1040, Line 4a minus 4b and Line 4c minus 4d)

Student (If applicable)	Parent 1 (Both parents, if taxes filed jointly)	Parent 2 (If taxes filed separately)
<input type="checkbox"/> No IRA, Pension, Annuity Rollover	<input type="checkbox"/> No IRA, Pension, Annuity Rollover	<input type="checkbox"/> No IRA, Pension, Annuity Rollover
<input type="checkbox"/> Yes, IRA, Pension, Annuity Rollover Amount \$ _____	<input type="checkbox"/> Yes, IRA, Pension, Annuity Rollover Amount \$ _____	<input type="checkbox"/> Yes, IRA, Pension, Annuity Rollover Amount \$ _____

2021-2022

Dependent Verification Guide

TIPS FOR COMPLETING THE VERIFICATION FORM

Verification is the process required by the U.S. Department of Education to confirm that information reported on the FAFSA is accurate. The U.S. Department of Education often selects students randomly for this process. The Office of Financial Aid begins verifying FAFSA information after receiving all requested forms and documentation.

See *Verification Worksheet* for the corresponding sections for B, D, and E below.

B. Legal parent(s) for the FAFSA as defined by the U.S. Department of Education

Legal parent for the FAFSA includes biological parent(s), stepparent, and adoptive parents

For the FAFSA, grandparents, foster parents, legal guardians, legal custodians, brothers, sisters, aunts, uncles and widowed stepparents are not legal parents unless they have legally adopted the student.

Marital Status of student's parent(s)	Information required by the U.S. Department of Education
Married	Both parents or legal adoptive parents
Unmarried, but biological parents live together	Both biological parents
Remarried <i>after divorce or widowing</i>	Legal parent and stepparent
Divorced or Separated	<p>Legal parent – the parent whom the student <i>lived with the most</i> during the 12 months prior to completing the FAFSA.</p> <p>Students who lived equally with both parents need to provide information about the legal parent who provided the most financial support for the 12 months prior to completing the FAFSA.</p> <p>Students who do not live with a parent need to provide parent information for the parent who provided the most support the last time they lived with a parent.</p>
Widowed	Legal parent only (unless remarried)
Never married to anyone	<p>Legal parent – single parent not married to other biological parent <u>or</u> any other person.</p> <p>If parent has ever married, the “never married” status does not apply. The marital status for the parent should be: married, remarried, widowed, divorced, or separated.</p>

B. Other Household Members INCLUDE:

Parent(s)' other children (even if they do not live with them) – who will receive more than half their support from the student's parent(s) from July 1, 2021 - June 30, 2022. (*But not if child support is paid for them.*)

NOTE: The FAFSA does not have the same dependency rules as the IRS. Contact Raider Connect for help.

Parent(s)' adult children who are not yet 24, not married, not a veteran, not active duty military, who do not live with the parent(s); but they would be required to put parent(s) on the FAFSA if they also attend college.

Other people, **ONLY IF** they live with student's parent(s) now **AND** receive more than half their support from student's parent(s) **AND** will continue to receive more than half support from July 1, 2021 – June 30, 2022.

Does **not** include foster children for whom student's parent(s) receive a subsidy.

Does **not** include children whom student's parent(s) included in *child support paid* figure on the FAFSA.

Support includes: housing, utilities, cell service, transportation, food, clothing, medical, childcare, personal

D. FAFSA requirements for Student and/or Parent(s) *who filed* a 2019 tax return

Provide official tax information → **THREE OPTIONS:**

- 1.) Use the ****IRS Data Retrieval Tool (DRT)** on the FAFSA to transfer tax information
- 2.) Obtain the ***IRS Tax Return Transcript** for 2019 and submit a copy to Raider Connect
- 3.) Submit copy of 2019 tax return, Form 1040, that was filed with the IRS
 - a.) Requires taxpayer signature or signature/credentials of tax professional who prepared the return
 - b.) Must also submit Schedules 1, 2, and 3, if any of them were used for the tax return

Additional documentation required if student's/parent(s)' 2019 tax return has been amended.

An AMENDED TAX RETURN is when a taxpayer corrects their tax return by filing IRS Form 1040X, or when the IRS makes a correction to the taxpayer's tax return.

- Submit **signed and dated** copy of IRS Form 1040X if student/parent(s) corrected their 2019 tax return.
- Submit 2019 IRS Tax Account Transcript if the IRS corrected the student's/parent(s)' 2019 tax return.

D. FAFSA requirements for Student and/or Parent(s) *who did not file* a 2019 Tax Return

Dependent students **do not need to obtain** a Non-Filing Letter from the IRS if no tax return filed for 2019

Parent(s) **must obtain** a ***Non-Filing Letter** from the IRS if no tax return filed for 2019

Student and/or Parent(s) who earned money from work in 2019 but did not file a tax return

Sometimes people do not earn enough money to require them to file a tax return.

For earnings from work → **TWO STEPS:**

- 1.) Must provide copies of all W-2s for 2019 (or the IRS Wage & Income Transcript)
- 2.) On the Verification Worksheet, list names of all employers and amounts earned for 2019

E. Untaxed Distributions from IRAs, Pensions, Annuities

Untaxed IRA Distributions,

2019 IRS Tax Form 1040 (line 4a minus line 4b)

Untaxed Pensions and Annuities

2019 IRS Tax Form 1040 (line 4c minus line 4d)

If student's / parent(s)' tax return(s) show a ROLLOVER for all or part of the untaxed amount (calculated above), check the box for IRA/Pension Rollover on the Verification Worksheet and write in the rollover amount.

RESOURCES

*IRS Tax Transcripts
Wage & Income Transcript
Verification of Non-Filing

Order the Tax Return Transcript, Tax Account Transcript, IRS Verification of Non-Filing, and Wage and Income Transcript for W-2s
<https://www.irs.gov/individuals/get-transcript>

**IRS Data Retrieval Tool (DRT)

To use the IRS Data Retrieval Tool at a later time, login to the FAFSA and select **MAKE A FAFSA CORRECTION**. Navigate to the student and/or parent financial section(s). Upon being successful with transferring the tax information into the FAFSA, **sign it with FSA ID(s) and submit**.

Wings Express

Track verification status on student's WINGS Express.
Student will be contacted if more information is needed.

For deadline and processing timeframes, see <https://www.wright.edu/raiderconnect/financial-aid/important-dates>