

2020-2021 Dependent Verification Worksheet (V5)



Student Information (please print)

Last Name	First Name	MI	Empower ID
Street Address			Date of Birth
City, State, Zip Code			Phone Number

1. Household Information

List the people your parent(s) will support between July 1, 2020 and June 30, 2021. Include:

- Yourself (even if you don't live with your parents).
- Your parents (including a stepparent).
- Your parent's other children if your parents will provide more than half of the children's 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 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 that person's support through June 30, 2021.

Write the name of the college below for any household member who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2020, and June 30, 2021. **If your parent(s) attend college, include their information on this form, but circle N/A.**

Household member name	Age	Relationship to student	College (if attending)	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</i>	<i>Mercy College of Ohio</i>	Yes/No/NA
				Yes/No/NA
				Yes/No/NA
				Yes/No/NA
				Yes/No/NA

2. Student Income Information

Check the box that applies:

- ☐ The student has used the IRS DRT in *FAFSA on the Web* to transfer 2018 IRS income tax return information into the student's FAFSA. **NOW SKIP TO SECTION 4 OF WORKSHEET**
- ☐ The student has not yet used the IRS DRT in *FAFSA on the Web* but will use the tool to transfer 2018 IRS income tax return information into the student's FAFSA. *See instructions on page 3.* **NOW SKIP TO SECTION 4 OF WORKSHEET**
- ☐ The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the institution with a **2018 IRS Tax Return Transcript(s) or a signed copy of the 2018 income tax return and applicable schedules.** *See instructions on page 4.* **NOW SKIP TO SECTION 4 OF WORKSHEET**

3. Student Nontax Filer: **IF YOU COMPLETED SECTION 2 ABOVE, SKIP TO SECTION 4**

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 and did not file taxes and is not required to file a tax return. Please complete the table below and attach copies of all 2018 IRS W-2 statement(s). List every employer even if the employer did not issue an IRS W-2 form.

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Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2018
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned from Work		\$

****Provide a copy of the Verification of Non-Filing letter from the IRS** See instructions on page 4**

4. Parent(s) Income Information: **USE THE PARENT(S) INFORMATION FROM SECTION 1**

Check the box that applies:

- ☐ The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2018 IRS income tax return information into the student's FAFSA. **NOW SKIP TO SECTION 6 OF WORKSHEET**
- ☐ The parents have not yet used the IRS DRT in *FAFSA on the Web* but will use the tool to transfer 2018 IRS income tax return information into the student's FAFSA. *See instructions on page 3* **NOW SKIP TO SECTION 6 OF WORKSHEET**
- ☐ The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the institution with a **2018 IRS Tax Return Transcript(s) or a signed copy of the 2018 income tax return and applicable schedules**. *See instructions on page 4* **NOW SKIP TO SECTION 6 OF WORKSHEET**

5. Parent Nontax Filers: **IF YOU COMPLETED SECTION A. ABOVE, SKIP TO SECTION 6**

Check the box that applies:

- ☐ Neither parent was employed, and neither had income earned from work in 2018.
- ☐ One or both parents were employed in 2018 and have listed below the names of all employers, the amount earned from each employer in 2018, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2018 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2018
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned from Work		\$

****Provide a copy of the Verification of Non-Filing letter from the IRS** See instructions on page 4**

6. High School Completion Status

Provide one of the following documents to indicate the student's high school completion status when the student begins college in 2020–2021:

- ☐ A copy of the student's high school diploma.
- ☐ 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.

A student who is unable to obtain the documentation listed above must contact the financial aid office at (419) 251-1219.

Please read all options regarding providing proof of identity

Financial Aid Office

Phone: 419-251-1219

Fax: 419-251-0969

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7. Proof of Identity – Student must appear in the financial aid office and provide proof of identity

The student must appear (if unable, please see notary option below) at Mercy College of Ohio 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.

Identity and Statement of Educational Purpose (To Be Signed at Mercy College of Ohio)

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 Mercy College of Ohio for 2020–2021.

Student Signature

Date

Financial Aid Staff Signature

Date

OR

Identity and Statement of Educational Purpose (To Be Signed in the Presence of a Notary)

If the student is unable to appear in person at Mercy College of Ohio to verify his or her identity, the student must provide to the institution:

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and
- (b) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

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 Mercy College of Ohio for 2020–2021.

Student Signature

Date

Notary's Certificate of Acknowledgement *Notary's certification may vary by State*

State of _____ City/County of _____

On _____, before me, _____,
(Date) (Notary's name)

personally appeared, _____, and proved to me
(Printed name of signer)

on the basis of satisfactory evidence of identification _____
(Type of unexpired government-issued photo ID provided)

to be the above-named person who signed the foregoing instrument.

(Notary signature)

My commission expires on _____
(Date)

WITNESS my hand and official seal
(seal)

Financial Aid Office

Phone: 419-251-1219

Fax: 419-251-0969

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8. Certifications and Signatures

Each person signing below certifies that all 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 on this worksheet, you may be fined, sentenced to jail, or both.**

Print Student's Name

Empower ID

Student's Signature (Required)

Date

Parent's Signature (Required)

Date

Tax Information Instructions

Both the student and the parent(s) are required to submit processed 2018 Federal Tax Information. The only acceptable methods to submit tax information are listed below:

IRS Data Retrieval Tool – Directly import your 2018 IRS data into your 2020-2021 FAFSA by logging into fafsa.gov and select “Make Correction”. Make sure to use the Data Retrieval Tool for both the student and the parent. Keep in mind that if your parents are married, but filed taxes separately, the data retrieval tool will not work, and you will need to order tax return transcripts for each parent (see information below) or submit a signed copy of their 1040 Federal Income Tax Return for 2018.

Signed Copy of Federal Income Tax Return – Provide a SIGNED copy of your and/or your parent's 1040 Federal Income Tax Return for 2018 and applicable schedules

IRS Tax Return Transcript – Submit your 2018 Tax Return Transcript. You can order the transcript online at irs.gov or via automated telephone request by calling 1-800-908-9946. You may also complete IRS Form 4506-T and check mark box 6a. This form is found at irs.gov. Please make sure you request an IRS Tax Return Transcript NOT the IRS Account Transcript.

Verification of Non-Filing Letter – If you or your parent(s) did not file 2018 taxes, and are not required to file taxes, then you must request a Verification of Non-Filing Letter from the IRS by submitting the IRS Form 4506-T, check marking box 7. This form is found at irs.gov. You may also attempt to order the non-filing letter online at irs.gov.

Amended Taxes – If the student or parent filed an amended 2018 IRS tax return, please submit your original 2018 IRS Tax Return Transcript and a signed copy of the 2018 IRS Form 1040X that was filed with the IRS.

For your protection, please do not send personally identifiable or confidential information, including tax records and social security numbers, via email.