



**St. John's College**  
Department of Nursing

## 2021-2022 Verification Worksheet Dependent Student (One or More Non-Tax Filers)

Due by: March 22, 2021

Your 2021-2022 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "Verification." Federal regulations say that the school has a right to request this information before awarding financial assistance. If there are differences between the information on your student aid report and your financial documents, the Financial Aid Officer may need to make corrections or instruct you to correct the error(s). **If you do not return this form along with the requested documentation in a timely manner Federal, State, or Institutional assistance will not be awarded. If you require additional time to gather your documents please inform the Financial Aid Office promptly.**

### SECTION A: Tell Us About Yourself

1. \_\_\_\_\_  
Last name
First name

2. \_\_\_\_\_ 3. \_\_\_\_\_  
Address
Date of birth

4. \_\_\_\_\_ 5. \_\_\_\_\_  
City
State
Zip Code
Phone number (include area code)

### SECTION B: Tell Us About Your Family Size

List below the people in the parents' household. Include:

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of their 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 the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2022.

For any household member, excluding the parents, 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, 2021, and June 30, 2022, include the name of the college.

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

Full Name	Age	Relationship	College	Will be Enrolled at Least Half 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.

**SECTION C: Verification of Income/Support for Parents**

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2019 income tax return with the IRS.

**Check the box that applies:**

- Parent filed a 2019 Federal Tax Return (Skip to Section E)
- Neither parent was employed nor had any income earned from work in 2019.
- One or both parents were employed in 2019 and have listed below the names of all employers, the amount earned from each employer in 2019, and whether an IRS W-2 form is provided. [Provide copies of all 2019 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.

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

Employer's Name	2019 Amount Earned	IRS W-2 Provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

- The parent was not employed and received financial support from another source.

Other Support	2019 Amount Received
<i>Family Contributions for Rent, Food, Transportation (example)</i>	<i>\$9,600.00</i>

**SECTION D: Verification of Income/Support for Students**

The instructions and certifications below apply to the student included in the household. Complete this section if the student will not file and is not required to file a 2019 income tax return with the IRS.

**Check the box that applies:**

- Student filed a 2019 Federal Tax Return (Skip to Section E)
- Student was not employed and had no income earned from work in 2019.
- Student was employed in 2019 and has listed below the names of all employers, the amount earned from each employer in 2019, and whether an IRS W-2 form is provided. [Provide copies of all 2019 IRS W-2 forms issued to the student 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	2019 Amount Earned	IRS W-2 Provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

- The student was not employed and received financial support from another source.

Other Support	2019 Amount Received
<i>Family Contributions for Rent, Food, Transportation (example)</i>	<i>\$4,300.00</i>

## SECTION E: Tax Forms And Other Information

**Important Note:** The instructions below apply to each parent and/or student included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2019 or had a change in marital status after the end of the 2019 tax year on December 31, 2019.

**Instructions:** Complete this section if the parents and/or student filed or will file a 2019 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](http://FAFSA.gov).* In most cases, no further documentation is needed to verify 2019 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

In most cases, for electronic filers, 2019 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the 2019 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2019 paper IRS income tax returns, the 2019 IRS income tax return information is available for the IRS DRT within 8–11 weeks after the 2019 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT.

### Check the box that applies:

- The parents and/or student have used the IRS DRT in *FAFSA on the Web* to transfer 2019 IRS income tax return information into the student's FAFSA.
- The parents and/or student are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2019 IRS Tax Return Transcript(s)**. (signature not required)

To obtain a **2019 IRS Tax Return Transcript**, go to <http://www.irs.gov/Individuals/Get-Transcript>. Select "Get Transcript Online" Print requested transcript and mail back with this form. Please be sure to print the full tax transcript and **not** the account transcript. If you have trouble getting a transcript please contact the Financial Assistance Office at (217) 814-6464.

In most cases, for electronic filers, 2019 IRS income tax return information for the IRS Transcript is available within 2–3 weeks after the 2019 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2019 paper IRS income tax returns, the 2019 IRS income tax return information is available for the IRS Transcript within 8–11 weeks after the 2019 paper IRS income tax return has been received by the IRS.

If the parents filed separate 2019 IRS income tax returns, **2019 IRS Tax Return Transcripts** must be provided for both.

\_\_\_ Check here if a **2019 IRS Tax Return Transcript(s)** are provided for parent(s).

\_\_\_ Check here if a **2019 IRS Tax Return Transcript** is provided for student.

## SECTION F: Certification and Signature

### Certification and Signature

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, be sentenced to jail, or both.**

\_\_\_\_\_  
Print Student's Name

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date