



2018–2019 Verification Worksheet Dependent Student

Your FAFSA was selected for review in a process called verification. Under the federal student aid program rules (34 CFR, Part 668), we are required to compare the information from your FAFSA with the information provided on this form and with any other required documents. If there are differences, your FAFSA information may need to be corrected. Please visit mercyhurst.edu/verif for additional instructions if you have questions while completing this form.

A. Student's Information

Last Name	First Name	MI	Mercyhurst ID or SSN
Date of Birth	Phone Number		

B. Household Information - (please read the instructions carefully)

List the people in your parents' household. **Include:**

- 1) The student, even if the student does not live with the parent(s).
- 2) The student's parent(s) and/or stepparent. Do not include a parent who is not living in the household due to separation, divorce, or death.
***On this form, parent(s) refers to the biological or adoptive parent(s). If married or living together, include both parents. If parents are not together, list the parent whose information was listed on the FAFSA and, if that parent is remarried, list the stepparent.**
- 3) The parent(s)' other children if the parent(s) will provide *more than half of their support* from July 1, 2018, through June 30, 2019.
- 4) Other people if they live with the parent(s) and the parent(s) will provide *more than half of their support* from July 1, 2018 through June 30, 2019.
- 5) Fill in the name of the college for any household member, except for when it is the student's parent(s), who will be attending college at least half-time between July 1, 2018 and June 30, 2019, and will be enrolled in a degree, diploma, or certificate program. Do not include family members who are enrolled in U.S. military service academies.

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

Full Name (List student first)	Age	Relationship	List name of college for anyone (except parent(s)) who will be attending at least half-time in 2018-2019	Year in College <small>(Fr, So, Jr, Sr, Graduate)</small>
		<i>Self</i>	<i>Mercyhurst University</i>	

NOTE: We may require additional documentation to verify individuals listed in the student's household and/or enrollment in postsecondary education.

Student's Name: _____

Mercyhurst ID or SSN: _____

C. Tax and Income Information

Complete this section if you filed taxes in 2016. If either the student or a parent did not and will not file a 2016 federal tax return, that individual(s) should skip to the next section.

***If both student and parent filed tax returns, check one option under student and one option under parent:**

Student Parent

I used the [LINK TO IRS](#) option to directly import my income tax information.

I am attaching a copy of my 2016 IRS Tax Return Transcript since I did not use the Link to IRS option.
NOTE: Income tax 1040 forms are not accepted for income verification purposes. Please obtain a tax return transcript from the IRS, which can be requested online at irs.gov/individuals/get-transcript or by calling 1-800-908-9946.

I have a unique tax situation. The required documents for verification are attached.

NOTE: Information as to what documentation is required for each unique tax situation can be found at mercyhurst.edu/verif.

Please check the unique tax situation below:

 Was a victim of Identity Fraud

 Filed a Foreign Tax Return

 Filed an Amended 1040X

D. Non-Tax Filer ONLY - Students

<p>Students who did not file a 2016 tax form please complete this section</p>	<p>Did Student work* at all in 2016? (check one) <input type="checkbox"/> Yes <input type="checkbox"/> No <small>*Any type of work where you earned money. Examples could be employed by another, self-employment, student work-study, etc.</small></p>	<p>If "Yes" you must supply copies of all W-2* forms <input type="checkbox"/> W-2 forms included <small>*in cases of self-employment, a signed statement of yearly earnings is acceptable</small></p>
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E. Non-Tax Filer ONLY – Parent(s)

<p>Parent 1 as listed on the FAFSA. If you did not file a 2016 tax form please complete this section</p>	<p>You must obtain an IRS Verification of Non-Filing Letter* <input type="checkbox"/> IRS Non-Filing Letter attached</p>	<p>Did Parent work* at all in 2016? (check one) <input type="checkbox"/> Yes <input type="checkbox"/> No <small>*Any type of work where you earned money. Examples could be employed by another, self-employment, etc.</small></p>	<p>If "Yes" you must supply copies of all W-2* forms <input type="checkbox"/> W-2 forms included <small>*in cases of self-employment, a signed statement of yearly earnings is acceptable</small></p>
<p>Parent 2 as listed on the FAFSA. If you did not file a 2016 tax form please complete this section</p>	<p>You must obtain an IRS Verification of Non-Filing Letter* <input type="checkbox"/> IRS Non-Filing Letter attached</p>	<p>Did Parent work* at all in 2016? (check one) <input type="checkbox"/> Yes <input type="checkbox"/> No <small>*Any type of work where you earned money. Examples could be employed by another, self-employment, etc.</small></p>	<p>If "Yes" you must supply copies of all W-2* forms <input type="checkbox"/> W-2 forms included <small>*in cases of self-employment, a signed statement of yearly earnings is acceptable</small></p>

**Parents who did not file a 2016 federal tax return are required to obtain an IRS Verification of Non-Filing Letter from the IRS. It can be obtained via irs.gov/individuals/get-transcript or by submitting [Form 4506-T](#) with box 7 selected to the IRS. [Form 4506-T](#) can be downloaded from the IRS website. For more information go to mercyhurst.edu/verif.*

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.

F. 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.

 Student's Signature

 Date

 Parent's Signature

 Date