

Carson-Newman University

2020-2021 Dependent Verification Worksheet

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|--------------------------|----------------------|----------------|--------------------------------------|
| Student's Last Name | Student's First Name | Student's M.I. | Student's Identification (ID) Number |
| Student's E-Mail Address | | | Student's Home/Cell Phone Number |

Your 2020-2021 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. This process is mandated by the US Department Education, requiring schools to verify the data provided on the FAFSA to ensure its accuracy. We must 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 worksheet and with any other required document(s). If there are differences, your FAFSA information may need to be corrected.

You and at least one parent/stepparent must complete and sign this worksheet and submit it to the Office of Financial Aid at your earliest convenience. Please note that additional documentation may be requested for clarification.

PLEASE COMPLETE IN BLUE OR BLACK INK. FORMS COMPLETED IN PENCIL WILL NOT BE ACCEPTED.

A. Household Information

List below the people in the parent/stepparent(s)' household whose information was included on the FAFSA (if your biological parent has remarried, then the stepparent must be included on the FAFSA). Include:

- Yourself (the student)
- Your parent/stepparent(s) as reported on the FAFSA (even if you don't live with your parent/stepparent).
- Your parent/stepparent(s)' other children if your parent/stepparent(s) will provide more than half of their support from July 1, 2020, through June 30, 2021, or if the other children would be required to provide parent/stepparent information if they were completing a FAFSA for 2020-2021. Include children who meet either of these standards, even if they do not live with your parent/stepparent(s).
- Other people if they now live with your parent/stepparent(s) and your parent/stepparent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2020.

Include the name of the college/university for any sibling, who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2020, and June 30, 2021. *If more space is needed, attach a separate page with the student's name and ID number at the top.*

| Household Members | Age | Name | College/University Attending | Enrolled at Least Half Time (Y/N) |
|--------------------------|-----|------|------------------------------|-----------------------------------|
| <i>Student</i> | | | <i>CNU</i> | |
| <i>Parent/Stepparent</i> | | | <i>N/A</i> | |
| <i>Parent/Stepparent</i> | | | <i>N/A</i> | |
| <i>Sibling</i> | | | | |
| <i>Sibling</i> | | | | |
| <i>Sibling</i> | | | | |
| <i>Sibling</i> | | | | |
| <i>Other</i> | | | | |
| <i>Other</i> | | | | |

Student's Last Name

Student's Identification (ID) Number

B. Income Tax Information

Check ONE box that applies to you (the Student) and ONE box that applies to your parent (s).

| STUDENT | PARENT (S) |
|--|--|
| <input type="checkbox"/> I filed a 2018 Federal Tax Return. Did you use the IRS Data Retrieval Tool* to transfer your 2018 tax data directly from the IRS to the FAFSA <input type="checkbox"/> Yes <input type="checkbox"/> No – Update your FASFA and use the IRS Data Retrieval Tool OR submit a copy of your 2018 Tax Return Transcript ** <i>(see information below)</i> | <input type="checkbox"/> I filed a 2018 Federal Tax Return. Did you use the IRS Data Retrieval Tool* to transfer your 2018 tax data directly from the IRS to the FAFSA <input type="checkbox"/> Yes <input type="checkbox"/> No – Update your FASFA and use the IRS Data Retrieval Tool OR submit a copy of your 2018 Tax Return Transcript ** If parents/stepparents filed separate 2018 IRS income tax returns, then 2018 Tax Return Transcripts must be provided for each. <i>(see information below)</i> |
| <input type="checkbox"/> I did NOT file a 2018 Federal Tax Return , but did earn income in 2018; however, I was not required to file taxes. (Complete Section C) | <input type="checkbox"/> I did NOT file a 2018 Federal Tax Return , but did earn income in 2018; however, I was not required to file taxes. (Complete Section C) **An IRS Letter of Non-Filing is required for parent if they did NOT file 2018 taxes** <i>(see information below)</i> |
| <input type="checkbox"/> I was NOT employed and had NO INCOME earned from work in 2018. | <input type="checkbox"/> I was NOT employed and had NO INCOME earned From work in 2018. **An IRS Letter of Non-Filing is required for parent if they did NOT file 2018 taxes** <i>(see information below)</i> |

***IRS Data Retrieval Tool**

- Make a correction to your FAFSA online and access the tool within the Financial Information section.
- Don't forget to sign and submit the FAFSA correction.

This allows on-line FAFSA filers to pull their tax data direction from the IRS to auto-fill the tax portion of the FAFSA and is the quickest way to get accurate tax information to the Office of Financial Aid.

****How to Obtain an IRS Tax Return Transcript or a Letter of Non-Filing**

- Make an on-line request at <https://www.irs.gov/individuals/get-transcript>
 The requester must have access to a valid email address, a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the requester's name, and specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript will display on-line upon successful completion of the IRS's two-step authentication.
- Automated Telephone Request: 1-800-908-9946
 Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper request: IRS Form 4506T
 This form needs to be used if you have moved since filing your taxes. The form can be downloaded at www.irs.gov, click "Get Transcript by MAIL". The transcript is generally received within 10 business

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C. Submit Copies of W-2's (For Non-Tax Filers)

All non-tax filers (Students and Parents) must provide copies of all your W-2 forms for income earned from work that were NOT filed with a 2018 Federal Income Tax Return. If you have lost any W-2's, you may order a Wage and Income Transcript from the IRS. You can request this transcript from www.irs.gov. If no employer W-2 can be provided, please list below the employer name, amount earned for 2018, and the reason it cannot be provided.

| Employee's Name (Student or Parent) | 2018 Amount Earned | Employer's Name | Reason for Not Providing |
|--|-----------------------|-----------------|-----------------------------|
| | | | |
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D. Signatures

The student and one parent whose information was reported on the FAFSA must sign and date below.

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

Each person signing this worksheet certifies that all the information reported is complete and correct.

Student's Signature

Date

Parent/Stepparent's Signature

Date

Parent/Stepparent's Email

Parent/Stepparent's Contact Phone #

Please make a copy of this worksheet for your records.

Do not mail this worksheet to the U.S. Department of Education.

Submit this worksheet to the Office of Financial Aid at Carson Newman University, 1646 Russell Avenue, Jefferson City, TN 37760 or by fax at 865-471-2035.

If you should have any questions, please contact the Office of Financial Aid at 1-800-678-9061 or 865-471-3247.