

## 2021–2022 Methodist College Verification Worksheet Dependent Student

Your 2021–2022 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may 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 institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. **We may ask for additional information.** If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

### A. DEPENDENT STUDENT’S INFORMATION

Student’s Last Name	Student’s First Name	Student’s M.I.	Student’s Social Security Number
Student’s Street Address (Include Apt. Number)			Student’s Date of Birth
City	State	Zip Code	Student’s Home Phone Number (with area code)
Student’s Email Address			Student’s Cell Phone Number (with area code)

### B. DEPENDENT STUDENT’S NUMBER IN HOUSEHOLD AND NUMBER IN COLLEGE

**Instructions: List below the people in your parent’s household, include:**

- **Yourself and your parent(s)** (including step-parent), even if you don’t live with them, and
- **Your parents’ other children**, even if they don’t live with your parent(s) **IF**
  - (a) Your parents will provide more than half of their support from July 1, 2021 through June 30, 2022, **OR**
  - (b) The children would be required to provide parental information when applying for federal student aid,
- **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 from June 30, 2022.

**Number in College:** Please also include below information in the last two columns for any household member who is or will be enrolled at least half-time in a degree, diploma or certificate program at an eligible postsecondary educational institution at any time between July 1, 2021, and June 30, 2022 and include the name of the college. 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.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Mary Jones(example)</i>	<i>28</i>	<i>Wife</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

**C. DEPENDENT STUDENT'S INCOME INFORMATION TO BE VERIFIED**

**TAX RETURN FILERS**

**Instructions:** Complete this section if you, the student, filed or did not file a 2019 IRS income tax return. *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. In most cases, no further documentation is needed to verify 2019 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.*

**Check the box that applies to the STUDENT:**

- I, the student, **HAVE USED** the IRS Data Retrieval Tool in FAFSA on the Web to transfer my 2019 IRS income information into my FAFSA..
- I, the student, **HAVE NOT YET USED** the IRS Data Retrieval Tool, but **I WILL NOW** use the tool to transfer my 2019 income information into my FAFSA as a correction for this verification process.
- I, the student, am **UNABLE OR CHOOSE NOT TO USE** the IRS Data Retrieval Tool in FAFSA on the Web, and instead will provide the school with a **SIGNED copy of my 2019 IRS tax return and applicable schedules or an IRS Tax Return Transcript.** (Instructions provided on next page)
- I, the student, filed an **amended 2019 IRS tax return (1040X).** I understand that I **must provide a SIGNED copy of my 2019 IRS 1040X tax return.** I should contact the Methodist College FinancialAid Office for further instructions.
- I, the student, **DID NOT EARN INCOME FROM WORK** in 2019 and did not file a 2019 income tax return with the IRS.
- I, the student, **DID EARN INCOME FROM WORK** in 2019, but was not required to file or did not file a 2019 income tax return with the IRS. **You are required to submit all 2019 W-2 forms from employers with this form.**

**D. DEPENDENT STUDENT'S PARENT(S) INCOME INFORMATION TO BE VERIFIED**

**TAX RETURN FILERS**

**Instructions:** Complete this section if your parent(s) filed or did not file a 2019 IRS income tax return. *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. In most cases, no further documentation is needed to verify parent's 2019 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.*

**Check the box that applies to the PARENT:**

- My parent **HAS USED** the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2019 IRS income information into my FAFSA, either on the initial FAFSA or as a correction.
- My parent **HAS NOT YET USED** the IRS Data Retrieval Tool, **BUT WILL NOW USE** the tool to transfer their 2019 income information into my FAFSA as a correction for this verification process.
- My parent is **UNABLE OR CHOOSES NOT TO USE** the IRS Data Retrieval Tool in FAFSA on the Web, and instead will provide the school with a **SIGNED copy of a 2019 IRS tax return and applicable schedules OR a 2019 IRS Tax Return Transcript.** (Instructions provided on next page)
- My parent(s) filed an **amended 2019 IRS tax return (1040X) form,** I understand that he/she/they **must provide a SIGNED copy of the 2019 IRS 1040X form** or contact the Methodist College Financial Aid Office for further instructions.
- My parent(s) **HAD NO INCOME EARNED FROM WORK IN 2019** and was/were not required to file a 2019 income tax return with the IRS. **SEE NONTAX FILER INSTRUCTIONS ON NEXT PAGE**
- My parent(s) **DID HAVE INCOME EARNED FROM WORK IN 2019,** but was/were not required to file or did not file a 2019 income tax return with the IRS. **SEE NONTAX FILER INSTRUCTIONS ON NEXT PAGE**

**PARENT NONTAX FILERS**

**Instructions:** If your parent(s) had no income earned from work in 2019 or your parent(s) was/were employed in 2019 but did not file or were not required to file a 2019 income tax return with the IRS, then he/she/they **MUST provide proof of non-filing from the IRS or other relevant tax authority dated on or after October 1, 2020 that indicates a 2019 IRS income tax return was not filed with the IRS. They must also complete a Methodist College Means of Support Explanation Form for Dependent Students.** Please contact the Methodist College Financial Aid Office to request this form. Information to obtain a letter from the IRS to document non-filing for a 2019 federal tax return can be found at [www.irs.gov](http://www.irs.gov) If your parent(s) attempted to obtain confirmation of non-filing from the IRS or relevant tax authority and was/were unable to obtain the documentation, please contact the Financial Aid Office.

**2018 IRS Tax Return Transcripts may be obtained by:**

- **GET TRANSCRIPT BY MAIL** – Go to [www.irs.gov](http://www.irs.gov), click “Get Your Tax Record” and then click “Get Transcript by MAIL”. Make sure to request the 2019 “IRS Tax Return Transcript”, **NOT** the “IRS Tax Account Transcript”. The transcript is generally received within 10 business days from the IRS’s receipt of the online request.
- **GET TRANSCRIPT ONLINE** – Go to [www.irs.gov](http://www.irs.gov), click “Get Your Tax Record”, then click “Get Transcript Online”. Make sure to request the 2019 “IRS Tax Return Transcript”, **NOT** the “IRS Tax Account Transcript”. To use the “Get Transcript Online” tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay as you go plans cannot be used) in the user’s name, and (3) 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 online upon successful completion of the IRS’s two-step authentication and can be downloaded and printed.
- **PAPER REQUEST FORM** – Complete IRS Form 4506T-EZ or IRS Form 4506-T. These forms can be downloaded on the [www.irs.gov](http://www.irs.gov) site. The transcript is generally received within 10 business days from the IRS’s receipt of the paper request form.

**E. CERTIFICATION AND SIGNATURES**

**Dependent Student’s 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 is reported on the FAFSA must sign and date this form.

**WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.**

\_\_\_\_\_ **Print Student’s Name**

\_\_\_\_\_ **Student’s Signature (Required)**

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Parent’s Signature (Required)**

\_\_\_\_\_ **Date**

**F. STATEMENT OF EDUCATIONAL PURPOSE**

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 Methodist College for 2021-2022.

\_\_\_\_\_ **Student’s Signature (Required)**

\_\_\_\_\_ **Date**

**Please submit this worksheet with documentation (if requested) to: METHODIST COLLEGE OFFICE OF FINANCIAL AID, ATTENTION JANET OZUNA, 7600 N. Academic Drive, Peoria, IL 61615 or Fax to (309) 671-8303.**

