



# Pacific Lutheran University

## 2019-2020 Verification Worksheet - Dependent V5

Your FAFSA has been selected by the Federal Student Aid processor for a review process called verification. Financial Aid program regulations (34 CFR, Part 668) require schools to check the accuracy of information provided on a selected 2019-20 FAFSA and send to the Federal Student Aid processor any necessary corrections identified in the verification process. **Your current aid offer is not final and all need-based student aid cannot be disbursed until verification has been completed.**

Student's Name: \_\_\_\_\_ PLU ID #: \_\_\_\_\_

Student's email Address: \_\_\_\_\_ Student phone #: \_\_\_\_\_

**1. As of today: FAMILY/HOUSEHOLD & COLLEGE INFORMATION (Check and respond to each box)**

List yourself

List both biological/legal parents if they live together, regardless of their marital status. If not living together, list the parent with whom you lived most over the past 12 months. If you do not live with either parent, list the parent who provided the most financial support over the past 12 months. If this parent has remarried, step-parent must also be listed.

List your parents' other children/step-children, even if they don't live with your parent(s), **ONLY IF**

- A. Your parent(s) will provide more than half of their support from July 1, 2019 through June 30, 2020, or
  - B. The child would be required to provide your parent's information when applying for Federal Student Aid on the FAFSA.
- Do not include foster children in the household.

List other people **if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support from July 1, 2019 through June 30, 2020.**

Name	Age	Relationship	College attending in 2019-20 (half time or more) <small>Does NOT include Running Start or college in high school programs.</small>
	XXXX	Self	Pacific Lutheran University
	XXXX	Parent1	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
	XXXX	Parent2 (if applicable)	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

If you need more space, please attach a separate sheet.

**2017 Income & Tax Documentation:** If you and/or your parent(s) were required to file a 2017 U.S. tax return, you have three options for providing this information to PLU:

- 1). If you successfully transferred your and your parents' tax information using the **IRS Data Retrieval Tool (DRT)** when you filed your FAFSA, you are done. If you did not, you can return to your online FAFSA and may make corrections to your FAFSA by utilizing the DRT to meet this requirement, or
- 2). Submit a **Tax Return Transcript** from the IRS website at <http://www.irs.gov/Individuals/Order-a-Transcript>. If parents currently live together and filed as "Married, filing separately", "Single", or "Head of Household" in 2017, both parents must request a Tax Return Transcript, (Call 800-908-4490 to obtain a TRDBV transcript if you were a victim of "Tax Administration Identity Theft" ) or
- 3). Submit photocopy or photocopies of **SIGNED** original 2017 1040(s) that were submitted to the IRS.

**STUDENT'S TAX & INCOME INFORMATION (check only one box below)**

**A.)** I have provided my 2017 U.S. Federal tax return information (1040, 1040A, 1040EZ) using the IRS Data Retrieval Tool via the on-line FAFSA application **NOTE:** This is an option only if your IRS data was successfully transferred to your FAFSA **or**

**B.)** I have attached either: 1.) A copy of my 2017 U.S. Federal **Tax RETURN Transcript** downloaded from the IRS, or  
2.) a photocopy of my **SIGNED**, original IRS 1040, **or**

Note: Account Transcripts are NOT acceptable If you filed a Puerto Rican or foreign tax return, attach a signed copy of that return,

**C.)** I did not file and am not required to file. **If you did not work, enter \$0 for amount earned and "none" for employer.** If you worked but did not file any tax return, please list below your employer(s) and any earned income in 2017.

Employer(s) <small>Complete this section if box C. is checked above.</small>	2017 Amount Earned	Were you issued a W-2?	
	\$	Yes (attached)	No (explain below)
	\$	Yes (attached)	No (explain below)
	\$	Yes (attached)	No (explain below)

Attach a W-2 for each employer checked "Yes" above. Please provide an explanation below if W-2 cannot be provided.

**PARENT'S TAX & INCOME INFORMATION (check only one box below unless parents filed separately)**

**A.)** Parent(s) successfully transferred their income tax information to your FAFSA using the IRS Data Retrieval Tool (DRT) via the on-line FAFSA application **or**,

**B.)** Attached is either: 1.) A copy of parents' 2017 U.S. Federal **Tax Return Transcript** downloaded from the IRS, **or**  
2.) A photocopy or photocopies of their **SIGNED** original 2017 IRS tax return 1040.

**C.)** Attach an **IRS Letter of Non-Filing** and list below any employer (s) and any earned income in 2017. If parent(s) did not work, enter \$0 for amount earned and "none" for employer. The IRS Letter of Non-Filing is obtained by requesting a taxtranscript from [www.IRS.gov/transcript](http://www.IRS.gov/transcript). If the IRS website is not functioning, attach a letter signed by the parent, describing their attempts to secure this document.

Employer(s) <small>This section must be completed if you checked box C. above</small>	2017 Amount Earned	Were parents issued a W-2?	
	\$	Yes (attached)	No (explain below)
	\$	Yes (attached)	No (explain below)
	\$	Yes (attached)	No (explain below)

Attach a W-2 for each employer checked "Yes" above. Please provide an explanation below if W-2 was not issued.

**6. SIGN THIS WORKSHEET**

By signing this worksheet, we certify that all the information reported on this worksheet is complete and correct. At least one parent must sign.

Student

Date

Parent

Date

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

## IDENTITY & STATEMENT OF EDUCATIONAL PURPOSE

The student must complete **ONE** of the following tasks:

1. Appear in person at Pacific Lutheran University to verify his/her identity by:
  - a. Presenting a valid government-issued photo identification (ID), such as, but not limited to: a driver's license, other state-issued ID, or passport, and
  - b. sign, in the presence of a certified institutional official, the Statement of Educational Purpose below.

**OR**

2. If the student is unable to appear in person at Pacific Lutheran University to verify his/her identity, the student must provide the following:
  - a. A copy of a valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as, but not limited to: a driver's license, other state-issued ID, or passport; and
  - b. The original notarized Statement of Educational Purpose.

### 7. STATEMENT OF EDUCATIONAL PURPOSE Sign in the presence of a PLU official or a Notary Public

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 Pacific Lutheran University for 2019-2020.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Institutionally Authorized Individual Reviewing ID

\_\_\_\_\_  
Date

### 8. NOTARY'S CERTIFICATE OF ACKNOWLEDGMENT (Complete notarization only if submitting this form by mail)

State of \_\_\_\_\_

City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_, personally appeared,  
Date Notary's Name

\_\_\_\_\_, and provided to me on a basis of satisfactory evidence of identification

\_\_\_\_\_  
Printed name of signer

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

\_\_\_\_\_  
Type of Government-issued photo ID provided

**WITNESS my hand and official seal**

Seal

\_\_\_\_\_  
Notary Signature

My commission expires on \_\_\_\_\_  
Date