



# 2019-2020 INDEPENDENT VERIFICATION WORKSHEET

Your 2019–2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process, allowed by law, called verification. Your financial aid administrator will compare information on this worksheet and any supporting documents with the information you submitted on your FAFSA application. Any differences must be corrected on your FAFSA. You and your spouse (if applicable) must complete and sign this worksheet, attach any required documents, and submit documents to the financial aid office at your school. If you have questions about verification, contact your financial aid office. **Please read all instructions on this form carefully, errors may delay its processing.**

## A. Student Information

LAST NAME	FIRST NAME	MI	SOCIAL SECURITY NUMBER
ADDRESS			DATE OF BIRTH
CITY	STATE	ZIP CODE	PHONE NUMBER

## B. Family Information

List below the people in your household. Include:

- **Yourself and your spouse**, if married.
- **Your children**, if you will provide more than half of their support from July 1, 2019 through June 30, 2020 or if the child would be required to provide your information if they were completing a 2019-2020 FAFSA. Include children who meet either of these standards, even if they do not live with you.
- **Other people if they now live with you** and you 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** for any household member 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, 2019 and June 30, 2020.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time?	Do You Provide More Than Half Of Their Support?
		Self	Chapman University	Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

## C. Obtaining Verified Income Information from the IRS - ALL APPLICANTS

### Using the IRS Data Retrieval Tool (PREFERRED METHOD):

You can verify income information using the IRS Data Retrieval Tool (DRT) through the FAFSA online at [www.FAFSA.gov](http://www.FAFSA.gov). For award year 2019-2020, your 2017 taxes must be used. Most students will be eligible to use the DRT.

### Using Tax Return Transcript OR Verification of Non-Filing:

To verify your income, we will use your 2017 tax return transcript from the IRS. For award year 2019-20, your 2017 taxes must be used. Please obtain the tax return transcript **OR** the IRS Letter of Non-Filing using one of the methods described below:

- **Get transcript ONLINE or by MAIL** – Go to [www.irs.gov/transcript](http://www.irs.gov/transcript). Click the appropriate option. Make sure to request the “2017 Return Transcript.”
- **IRS Form 4506-T** – Go to the FORMS section on our site: [chapman.edu/finaid](http://chapman.edu/finaid), download the form, and check box #6a for the “2017 Return Transcript.” Check box #7 for the “Verification of Non-Filing.” Once completed, mail form directly to the IRS. The Verification of Non-Filing letter must be dated on or after 10/1/2018.

## D. Submitting Student Verified Tax Information - SELECT ONE METHOD

### Student Method of Submission (check one below)

<input type="checkbox"/>	I have uploaded 2017 tax information via the IRS Data Retrieval Tool.
<input type="checkbox"/>	I have attached the 2017 IRS Tax Return Transcript.
<input type="checkbox"/>	I earned wages in 2017, but was not required to file taxes. I have indicated how much I earned in the section below, attached my W-2s, and attached a “Verification of Non-Filing” letter from the IRS.
<input type="checkbox"/>	I did not earn wages in 2017 and was not required to file taxes. I have indicated zero earnings in the section below, and attached a “Verification of Non-Filing” letter from the IRS.

Student wages earned from work (only complete if student DID NOT file taxes).

Employer's Name	Amount Earned
	\$
	\$

## E. Submitting Spouse Verified Tax Information (if applicable) - SELECT ONE METHOD

### Spouse Method of Submission (check one below)

<input type="checkbox"/>	I have uploaded 2017 tax information via the IRS Data Retrieval Tool.
<input type="checkbox"/>	I have attached the 2017 IRS Tax Return Transcript.
<input type="checkbox"/>	I earned wages in 2017, but was not required to file taxes. I have indicated how much I earned in the section below, attached my W-2s, and attached a “Verification of Non-Filing” letter from the IRS.
<input type="checkbox"/>	I did not earn wages in 2017 and was not required to file taxes. I have indicated zero earnings in the section below, and attached a “Verification of Non-Filing” letter from the IRS.

Spouse wages earned from work (only complete if spouse DID NOT file taxes).

Employer's Name	Amount Earned
	\$
	\$

Student AND Spouse funds received from other untaxed income.

Sources of Untaxed Income	2017 Amount	Sources of Untaxed Income	2017 Amount
Total Child Support Received	\$	Other:	\$
Untaxed Pensions	\$	Other:	\$

## F. Sign this Worksheet

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

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

STUDENT SIGNATURE

STUDENT ID NUMBER

DATE

SPOUSE SIGNATURE

DATE