



2021-2022 Financial Aid Dependent Verification Worksheet (V1)

Complete all sections (A-H). If a section does not apply, enter "NA" - **do not leave any section blank.**

A. Student Information

Last Name	First Name	M.I.	SLU ID#
Address			Home Phone (include area code)
City	State	ZIP Code	Cell Phone (include area code)

B. Family Household Information

Number of Household Members: List below the people in the custodial parent's household: Include:

- The student.
- The custodial parents (including stepparent) even if the student does not live with the parents.
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2021 through June 30, 2022, or if the other children would be required to provide parental information if they were completing a FAFSA for 2021-2022. Include children who meet either of these standards, even if the child does not live with the parents.
- Other people if they now live with the parents and the 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 June 30, 2022.

Number in College: Include in the space below information about any household member, excluding the parents, who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2021 and June 30, 2022, and include the name of the college.

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

Full Name	Age	Relationship	College (enrolled at least half-time)	If attending graduate school will parents support more than 50%?
		Self	St. Lawrence University	NA
		Parent/Step-parent	NA	NA
		Parent/Step-parent	NA	NA
		Sibling/Other		
		Sibling/Other		
		Sibling/Other		

Note: We may require additional documentation if we have reason to believe that the information regarding household members enrolled in eligible postsecondary educational institutions is inaccurate.

C. Student Tax Filers

Instructions: This section applies to the student. Check the appropriate box below that describes your 2019 tax filing status.

- ☐ The student did not file a 2019 tax return. (Proceed to Section D)
- ☐ The student has used the IRS DRT in *FAFSA on the Web* to transfer 2019 IRS income tax return information into the student's FAFSA. Submit a copy of all 2019 W-2 forms.
- ☐ The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2019 IRS income tax return information into the student's FAFSA. Submit a copy of all 2019 W-2 forms.
- ☐ The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead, will provide the institution with a **2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules as well as all 2019 W-2 forms.**

A **2019 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by Mail – Go to www.irs.gov; click “Get Your Tax Record”. Click “Get Transcript by MAIL”. Make sure to request the “Return Transcript” and **NOT** the “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; click “Get Your Tax Record”. Click “Get Transcript Online”. Make sure to request the “Return Transcript” and **NOT** the “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 displays online 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 Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS’s receipt of the paper request form.

Student Name: _____

D. Student Nontax Filers

Instructions: This section applies to the student. Complete this section if the student will not file and is not required to file a 2019 income tax return with the IRS.

☐ The student was not employed and had no income earned from work in 2019.

☐ The student was employed in 2019 and has listed below the names of all employers, the amount earned from each employer in 2019, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2019 IRS W-2 forms issued by the employers]. List every employer even if the employer did not issue an IRS W-2 form.

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

Employer	Annual Amount Earned in 2019	W-2 Received?
<i>(Example) ABC's Auto Body Shop</i>	<i>\$4,500.00</i>	<i>Yes</i>
Total Amount of Income Earned From Work	\$	

E. Parent Tax Filers

Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2019 or had a change in marital status after December 31, 2019.

Instructions: Complete this section if the parents filed or will file a 2019 IRS income tax return(s).

Check the box that applies:

- ☐ The parents did not file a 2019 tax return (Proceed to Section F).
- ☐ The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2019 IRS income tax return information into the student's FAFSA. Submit a copy of all 2019 W-2 forms.
- ☐ The parents have not yet used the IRS DRT in *FAFSA on the Web* but will use the tool to transfer 2019 IRS income tax return information into the student's FAFSA. Submit a copy of all 2019 W-2 forms.
- ☐ The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the institution with a **2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules, as well as all 2019 W-2 forms.**

A **2019 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by Mail – Go to www.irs.gov; click “Get Your Tax Record”. Click “Get Transcript by MAIL”. Make sure to request the “Return Transcript” and **NOT** the “Account Transcript”. The transcript is generally received within 10 business days from the IRS’s receipt of the online request.
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- 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 Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS’s receipt of the paper request form.

If the parents filed separate 2019 IRS income tax returns, the IRS DRT cannot be used and the **2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules** must be provided for each.

F. Parent Nontax Filers

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2019 income tax return with the IRS.

Check the box that applies:

- ☐ Neither parent was employed and neither had income earned from work in 2019.
☐ Submit a "Verification of Non-filing Letter" from the IRS (see instructions below).
- ☐ One or both parents were employed in 2019 and have listed below the names of all employers, the amount earned from each employer in 2019, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form.
☐ Submit a "Verification of Non-filing Letter" from the IRS (see instructions below).

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

Employer	Annual Amount Earned in 2019	W-2 Received?
<i>(Example) ABC's Auto Body Shop</i>	<i>\$4,500.00</i>	<i>Yes</i>
Total Amount of Income Earned From Work	\$	

How to obtain a "Verification of Non-filing Letter" from the IRS.

- Go to www.irs.gov; click "Get Your Tax Record". Click "Get Transcript Online" and request "Verification of Non-filing Letter". 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 displays online upon successful completion of the IRS's two-step authentication.
- OR submit paper request Form 4506-T to the IRS. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

Student Name: _____

G. Outside Scholarship Information

If you will receive any outside scholarships from private sources in 2021-2022, please list or attach copies:

Scholarship Name:	
Total Award Amount:	\$
Award is for:	<input type="checkbox"/> Full Year <input type="checkbox"/> Fall Only <input type="checkbox"/> Spring Only

Scholarship Name:	
Total Award Amount:	\$
Award is for:	<input type="checkbox"/> Full Year <input type="checkbox"/> Fall Only <input type="checkbox"/> Spring Only

Scholarship Name:	
Total Award Amount:	\$
Award is for:	<input type="checkbox"/> Full Year <input type="checkbox"/> Fall Only <input type="checkbox"/> Spring Only

H. Certification and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

Student Signature

Date

Parent Signature _____ Date _____

WARNING

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

Submittal Information

St. Lawrence University
Office of Financial Aid
23 Romoda Drive
Canton, NY 13617

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By fax: 315-229-7418
By email: finaid@stlawu.edu