

# Verification Worksheet 2019-2020

## Endicott College

Please return this form along with required documents via email ([finaid@endicott.edu](mailto:finaid@endicott.edu)), fax (978-232-2085) or mail to Endicott College Financial Aid, 376 Hale Street, Beverly, MA 01915. It is the student's responsibility to make sure all documentation is received by the Office of Financial Aid. Once documentation is received the Office of Financial Aid will make any needed corrections to your FAFSA. Students who do not provide verification documents will not receive a financial aid offer.

### A. Student Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

New Student Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Returning Student ID: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please indicate the campus you attend:

- Endicott College Main Campus**
                         
  **Van Loan School**
                         
  **Boston Campus**

### B. Family Information

Please check the box that indicates your current status. A student is considered **dependent** if he/she was required to provide parental data on the Free Application for Federal Student Aid (FAFSA). A student is considered **independent** if he/she was **not** required to provide parental data on the Free Application for Federal Student Aid (FAFSA).

**Dependent Student**

Please include in table below:

- Student and student's custodial parent(s) (including stepparent)
- Parents' other children, even if they do not live with the parents, if parents will provide more than half of their support from July 1, 2019 through June 30, 2020, or if the other children would be required to provide parental information if they were completing a FAFSA for 2019-2020.
- Other people if they now live with the parents and parents provide more than half of their support, and will continue to provide more than half of their support through June 30, 2020

**Independent Student**

Please include in table below:

- Student
- Student's spouse, if married
- Student's or spouse's children if student or spouse will provide more than half of the children's support from July 1, 2019 through June 30, 2020, even if child does not live with the student
- Other people if they now live with the student and the student or spouse provides 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, 2020

**\*Please remember to include ALL members living in household INCLUDING SELF AND PARENT(S)**

Full Name	Age	Relationship	Name of College	Will be Enrolled in at least 6 credits (Yes or No)

**C. Student Tax Forms and Income Information** Please check the appropriate box below:

- I worked, I have enclosed copies of 2017 W-2s **and** have either used the IRS Data Retrieval Tool to upload 2017 tax information into the FAFSA\* or I have enclosed the first two pages of 2017 tax returns **SIGNED AND DATED**.
- I worked, I have enclosed copies of 2017 W-2s, but I was not required to file a 2017 U.S. Income Tax Return (Income earned from work: \$\_\_\_\_\_).
- I did not work.
- I am self-employed, therefore I do not have copies of 2017 W-2s (for independent students only)\*\*.

**D. Parent Tax Forms and Income Information** Please check the appropriate box(es) below:

- Parent 1 /  Parent 2 worked, has enclosed copies of 2017 W-2s **and** has either used the IRS Data Retrieval Tool to upload 2017 tax information into the FAFSA\* or has enclosed the first two pages of 2017 tax returns **SIGNED AND DATED**.
- Parent 1 /  Parent 2 is self-employed (therefore, does not have copies of W-2s) **and** has either used the Data Retrieval Tool to upload 2017 tax information into the FAFSA\* or has enclosed the first two pages of 2017 tax returns **SIGNED AND DATED**.
- Parent 1 /  Parent 2 worked, has enclosed copies of 2017 W-2s, but was not required to file a 2017 U.S. Income Tax Return (Income earned from work: \$\_\_\_\_\_)\*\*.
- Parent 1 /  Parent 2 did not work\*\*.

\*For instructions on using the Data Retrieval Tool, please visit [www.irsdataretrievaltool.com](http://www.irsdataretrievaltool.com).

\*\*Will need to provide a Non-filing Letter/Transcript from the IRS. To request the Non-filing Letter/Transcript, please mail or fax [Form 4506-T](#) to the IRS.

**E. Untaxed Income, Benefits and Income Exclusions:**

Income Source/Exclusions	Parent	Student (If Independent)
Child support you or spouse <b>received</b> for all children.	\$	\$
Untaxed Income: Includes payments made to tax-deferred pensions & savings; workers compensation; disability; housing, food and other living allowances paid to members of military, clergy & others; veterans non-education benefits; money received or paid on applicant’s behalf.	\$	\$

**F. Sign This Worksheet** We cannot accept this form unless it is signed by **BOTH** student and parent. We cannot accept electronic signatures. By signing this worksheet, I (we) certify that all of the information reported to qualify for federal financial aid is complete and correct. I (we) understand that giving false or misleading information on this worksheet can result in a fine, jail sentence, or both. (At least one parent must sign this form if dependent; if married, spouse must also sign.)

Student Signature	Date	Student’s Spouse Signature	Date
Parent Signature	Date		