Academic year 2019-2020   D VERIFICATION DEPENDENT STUDENT

DIRECTIONS
PLEASE read instructions carefully, complete both pages, and sign this form on page 2.
Your financial aid application was selected for review in a process called "verification." We can resume processing your application when this form and all required documentation have been submitted. To be considered for financial aid, the documentation must be submitted by your last date of eligible enrollment, or the date listed below that corresponds with your last term of enrollment, whichever is first:

- **Fall term 2019:** December 2, 2019
- **Spring term 2020:** April 24, 2020
- **May/summer 2020:** July 10, 2020

In the verification process we compare the information you provide on this form and your 2017 tax return transcripts to the information provided on your Free Application for Federal Student Aid (FAFSA). If the information on your FAFSA differs from the information on your financial documents, your application data will be corrected. Your financial aid award amounts will reflect those changes. **Please be sure to write the student's name and either University ID number or last four digits of SSN on all tax documents submitted.**

To ensure privacy online, open in Adobe Reader (free at Adobe.com). Please add the required signature(s) in blue or black ink.

RETURN FORM:
BY MAIL TO:
Office of Student Finance
200 Fraser Hall
106 Pleasant St. SE
Minneapolis, MN 55455-0422

IN-PERSON ON CAMPUS TO:
One Stop Student Services
333 Robert H. Bruininks Hall
130 West Bank Skyway
130 Coffey Hall

Questions?
Phone: 612-624-1111
TTY (hearing impaired): 612-626-0701
Email: onestop@umn.edu

STEP 1. Student information

Name (last, first, middle initial)		Birth date (mm/dd/yyyy)	Last 4 digits of Social Security number	University student ID

STEP 2. Parental household information

PLEASE READ AND COMPLETE THIS SECTION CAREFULLY

A. List members in your parents' household. If your biological parents are divorced, report information for the parent with whom you live. If your custodial parent has remarried, include your stepparent. Even if you do not live with your parents or parent, you must report parent household information. List only those family members who live in the same household with you and your parents. Eligible household members include the following:
- Yourself
- Your parent(s) (including a step-parent if your biological parents are divorced and your custodial parent has remarried)
- Your parents' other children if (a) your parents will provide **more than half their financial support** from July 1, 2019 through June 30, 2020, or (b) the children would be required to provide parental information when applying for federal financial aid.
- Other people if they **NOW** live with your parents, receive **more than half their financial support** and will continue to receive more than half their support from your parents from July 1, 2019 through June 30, 2020.

B. If any member of your parents' household—other than a parent or stepparent—**is or will be enrolled in a degree or certificate program at least half time** between July 1, 2019 and June 30, 2020, list the postsecondary institution they will attend. You may be required at a later date to provide confirmation of enrollment for all household members attending college at least half time.

C. For family members enrolled at least half time in a postsecondary institution, report the program level in which they are enrolled—**PSEOP** (Postsecondary Enrollment Options Program, i.e. college attendance prior to high school graduation), **undergraduate**, or **graduate**.

Members in parent/parents' household

Name	Birthdate (mm/dd/yyyy)	Relationship to student	Postsecondary institution they will attend at least half time from July 1, 2019 to June 30, 2020	Program level (PSEOP, undergraduate, or graduate)
1.		self	University of Minnesota, Twin Cities	undergraduate
2.		Parent 1	not applicable	not applicable
3.		Parent 2	not applicable	not applicable
4.				
5.				

☐ **More than five household members? YOU ARE REQUIRED TO ATTACH A LIST** of the additional household members. Your list must provide all of the information requested above for each additional person listed. Your aid may increase with this information.

To request copies of this form in an alternative format, call Disability Resource Center at 612-626-1333. The University of Minnesota is an equal opportunity employer and educator. This form is printed on paper made from no less than 20 percent post-consumer waste.

Please recycle.

STEP 3. U.S. or foreign income

Student AND parent: Read the options below and select which option applies to each of you. **You must each indicate one option below.** Then, each of you must submit the required documentation for the option you selected.

Tax filing status	Action required
Option 1: Filed 2017 tax return and will transfer or already transferred tax data to FAFSA Student ☐　Parent ☐	Submit your IRS tax return data to your FAFSA by using the IRS Data Retrieval Tool (DRT) online. If you have already transferred your tax return data to your FAFSA, no further documentation is required for this option. • To use the IRS Data Retrieval Tool (DRT), log onto your FAFSA at studentaid.ed.gov/sa/fafsa. If you are not eligible to use the DRT, you must submit your tax return data via paper transcript (option 2 of this form). • Using the DRT, you must sign the FAFSA with your FSA ID and click "Submit" to successfully transfer your tax data to the FAFSA. If successfully transferred, we will receive your data within a few days.
Option 2: Filed a 2017 tax return and will submit tax return Student ☐　Parent ☐	Do one of the following: 1) Submit a **signed** copy of your 2017 federal tax return, OR 2) Submit an "IRS Tax Return Transcript" (not a "Tax Account Transcript") for your 2017 federal tax return. • Request a tax return transcript online or by mail: www.irs.gov/individuals/get-transcript 　• Have available: 1) your SSN, date of birth, filing status, and mailing address from your latest tax return, and, 2) access to your email account, a cell phone account in your name, and a financial account such as a credit card, mortgage, etc. 　• The data you enter must be exactly the same as it appears on your federal tax return. • Request a tax return transcript by phone: 1-800-908-9946. • Request a tax return transcript via IRS Form 4506-T: www.irs.gov/forms-instructions 　• Make sure to select box 6a. This form must be signed by the tax filer. 　• Use the US Postal Service format for your address (usps.com). 　• Mail the form to the IRS at the address provided.
Option 3: Worked, but not required to file tax return Student ☐　Parent ☐	(1) Submit copies of your **2017 W-2** forms, (2) submit a Verification of Non-filing (VONF) letter, and (3) list employers and income in the table below (required). **Note:** Only parents and independent students are required to submit a VONF. Dependent students do not need to submit a VONF. • To obtain a VONF online, go to www.irs.gov/individuals/get-transcript. 　• Click "Get Transcript Online." Once it is determined that you did not file, you will be presented with a page indicating that the IRS has no record of a tax return being filed for the requested year. Print this page, make a copy for your records, and send it with this form. • To obtain a VONF via IRS form 4506-T, go to www.irs.gov/forms-instructions. 　• Make sure to check box 7. This form must be signed by the tax filer. 　• Use the US Postal Service format for your address (usps.com). 　• Mail the form to the IRS at the address provided. **Employers and income for 2017** (required for student and/or parent if you worked but did not file) See table below.
Option 4: Did not work Student ☐　Parent ☐	Submit a Verification of Non-filing (VONF) letter. **Note:** Only parents and independent students are required to submit a VONF. Dependent students do not need to submit a VONF. • To obtain a VONF online, go to www.irs.gov/individuals/get-transcript. 　• Click "Get Transcript Online." Once it is determined that you did not file, you will be presented with a page indicating that the IRS has no record of a tax return being filed for the requested year. Print this page, make a copy for your records, and send it with this form. • To obtain a VONF via IRS form 4506-T, go to www.irs.gov/forms-instructions. 　• Make sure to check box 7. This form must be signed by the tax filer. 　• Use the US Postal Service format for your address (usps.com). 　• Mail the form to the IRS at the address provided. If you attempted but were not able to obtain a VONF, call One Stop Student Services at 612-624-1111.

Employers and income for 2017 (required for student and/or parent if you worked but did not file)

Name of employer or source of income	2017 student income amount	2017 parent income amount

STEP 4. Certification

Both student and parent are required to sign and date this certification section. Signatures must be hand-signed in blue or black ink. By signing this form, we certify that all the information we have reported on this form to qualify for federal student aid is complete and correct.

Student signature (required)	Phone number	Date signed

Parent signature (required)	Phone number	Date signed