



2019-2020 Verification Worksheet

Federal Student Aid Programs

Independent

Your FAFSA application was selected by the Federal processors for "Verification", a review comparing information from your FAFSA with information from financial documents such as federal tax return transcripts and W-2 forms. Federal law and regulation (34CFR, Part 668) require Drake University to request this information and review it before disbursing Federal financial aid. If there are differences between your FAFSA information and your financial documents, either you or Drake may need to make corrections electronically or by correcting your Student Aid Report (SAR).

Read all instructions, complete this form, sign and date. Answer each question as it applies to the student and spouse (if applicable) whose information is reported on the FAFSA.

Submit this completed worksheet and any other required documents. Put your name and Drake ID# on everything you submit. **If more space is needed for any section, provide a separate page with the student's name and Drake ID# on the top.**

A. Student Information

_____	_____	_____	_____
Last name	First name	M.I.	Drake I.D. Number
_____		_____	
Email		Phone Number	

B. Family Information

Include in the chart below:

- Yourself
- Your spouse if you are married
- Your children if you will provide more than half 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 the FAFSA for 2019-2020. Include children who meet either of these criteria, even if they do not live with you.
- Other people only if they live in your household and you provide more than half their support and will continue to do so from July 1, 2019 through June 30, 2020
- Include the name of the college for any member who will be enrolled at least ½ time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2019, and June 30, 2020.

Full Name	Age	Relationship	Name of College (at least ½ time in 2019-2020 leading to a degree, diploma or certificate)
1.		Self	Drake University
2.			
3.			
4.			
5.			
6.			
7.			

C. Student’s Tax Filing Status – Calendar Year 2017 (Check one)

- Student **has used or is planning to use** the IRS Data Retrieval Tool to transfer the 2017 IRS income tax information in to the student’s FAFSA.
- Student **is unable to use or chooses not to use** the IRS Data Retrieval Tool, but will provide the school a signed copy of the student’s **2017 Federal Income Tax Form 1040, 1040A, or 1040EZ**, or a **2017 IRS Tax Return Transcript** (go to www.irs.gov and order under **Get Your Tax Record**). Please include student’s name and Drake ID on the top of the document.
- Student **did not file** a 2017 federal tax return. Any W-2s or other earning statements **must be submitted to Drake**. If you **did not** receive a W-2 form or other earning statement from any employer, but still had income, please list below.
Proof of nonfiling required.*

Name of Employer (Non-filers only)	Amount

D. Student’s Spouse Tax Filing Status – Calendar Year 2017 (Check one)

- Student’s spouse **has used or is planning to use** the IRS Data Retrieval Tool to transfer the 2017 IRS income tax information in to the student’s FAFSA.
- Student spouse **is unable to use or chooses not to use** the IRS Data Retrieval Tool, but will provide the school a signed copy of the spouse’s **2017 Federal Income Tax Form 1040, 1040A, 1040EZ**, or a **2017 IRS Tax Return Transcript** (go to www.irs.gov and order under **Get Your Tax Record**). Please include the student’s name and Drake ID on the top of the document.
- Student spouse **did not file** a 2017 federal tax return. Any W-2s or other earnings statements **must be submitted to Drake**. Please provide student’s name and ID # on top of the document(s). If you **did not** receive a W-2 or other earning statement from an employer, but still had income, please list below. **Proof of nonfiling required. ***

Name of Employer (Non-filers only)	Amount

***Proof of nonfiling** is required for students and spouses who did not file a 2017 federal tax return. This can be accomplished by completing **IRS Form 4506-T** (<https://www.irs.gov/pub/irs-pdf/f4506t.pdf>) and faxing or mailing to the appropriate IRS office listed on the form. If the 4506-T was not included with this verification form, it is available for download at www.drake.edu/finaid under the Financial Aid Forms link. A separate form must be completed by each individual nonfiler. If you are having difficulties obtaining proof of nonfiling, please contact our office at 515-271-2905.

E. Signatures and Certification

By signing this worksheet, we certify that all the information provided on it is complete and correct. Spouse must sign if married.

Student’s Signature Date

Spouse’s Signature Date

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

Submit this worksheet to:

Office of Student Financial Planning • Drake University • 2507 University Ave • Des Moines, IA 50311

Toll Free: 1-800-443-7253 (Option 3) • Phone: 515-271-2905 • FAX: 515-271-4042

Please be sure to update your **mailing** address and phone number if they have changed. To do this, log into My Drake Home and on the home tab choose the MyDUSIS link and then personal information. If you would prefer to do by phone, call Student Records at 515-271-2025.