



# 2020-2021 Verification Worksheet

OFFICE OF STUDENT FINANCIAL PLANNING

**Dependent**

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 parent(s) whose information is reported on the FAFSA. This form must contain the signature of a parent included on your 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

In the chart below include:

- Yourself
- Your parent (s) (Including step-parent); do not include a parent whose information is not reported on the FAFSA
- Your parent(s)’ other dependent children if a) they will provide more than half their support from July 1, 2020 through June 30, 2021 or b) the children would be required to provide parental information when applying for federal student aid
- Other people only if they now live in your parent’s household and your parents will provide more than half their support from July 1, 2020 through June 30, 2021
- Report the name of any college for any household member, excluding your parent(s), who will be enrolled at least ½ time in a degree or certificate program in an eligible postsecondary educational institution between July 1, 2020 and June 30, 2021.

Full Name	Age	Relationship	Name of College (at least ½ time in 2020-2021 leading to a eligible postsecondary degree, diploma or certificate--exclude parents)
1.		Self	Drake University
2.			
3.			
4.			
5.			
6.			
7.			

## C. Student’s Tax Filing Status – Calendar Year 2018 (Check one)

**Dependent**

- Student **has used or is planning to use** the IRS Data Retrieval Tool to transfer 2018 IRS income tax return information into the student's FAFSA.
- Student is **unable or chooses not to use** the IRS Data Retrieval Tool, but will provide the school a **signed** copy of the student's **2018 Federal Income Tax Form 1040 and Schedule 1 (if filed) and Schedule 2** or a **2018 IRS Tax RETURN Transcript** (go to [www.irs.gov](http://www.irs.gov) and order under **Get Your Tax Record**). Please include your name and Drake ID# on the top of the document.
- Student **did not file** a 2018 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.

Name of Employer (Non-filers only)	Amount

### D. Parent(s) Tax Filing Status – Calendar Year 2018 (Check all that apply)

- Parent(s) **has used or is planning to use** the IRS Data Retrieval Tool to transfer 2018 IRS income tax return information into the student's FAFSA.
- Parent(s) is **unable or chooses not to use** the IRS Data Retrieval Tool, but will provide the school a **signed** copy of the parent's **2018 Federal Income Tax Form 1040, Schedule 1 (if filed) and Schedule 2**, or a **2018 IRS Tax RETURN Transcript(s)** (go to [www.irs.gov](http://www.irs.gov) and order under **Get Your Tax Record**). Please provide student's name and ID # on the top of the document.
- Parent(s) **did not file** a 2018 federal tax return. Any W-2s or other earnings statements **must be submitted to Drake**. Please provide student's name and ID # on the top of the documents. 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 parents who did not file a 2018 Federal Tax Return. This can be accomplished by completing **IRS Form 4506-T** and faxing or mailing to the appropriate IRS office listed on the form. If the 4506-T was not included with the Verification Worksheet, it is available for download at [www.drake.edu/finaid](http://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. One parent whose information is reported on the FAFSA must sign.

\_\_\_\_\_

Student's Signature Date

\_\_\_\_\_

Parent'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 [finaidocs@drake.edu](mailto:finaidocs@drake.edu) or mail/fax 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 Registrar at [515-271-2025](tel:515-271-2025).