

2020–2021 Institutional Verification Document (Dependent Students)

Your 2020-2021 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Per Federal regulation, we must ask you to confirm the information you reported on your FAFSA before crediting any Federal financial aid to your account. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document against any other required documents.

If there are differences, then your FAFSA information may need to be corrected. You and a parent whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit the form along with any other required documents to us.

We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

A. Student's Information

Student's Last Name	First Name	M.I.	Student's Social Security Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City State Zip Code			Student's Email Address
Student's Home Phone Number (include area code)			Student's Alternate or Cell Phone Number

B. Number of Household Members and Number in College

List below the people in the parents' household. Include 1) the student, 2) the parents (including a stepparent) even if the student doesn't live with the parents, 3) the parents' other children if the parents will provide more than half of their support from July 1, 2020 through June 30, 2021, or if the other children would be required to provide parental information if they were completing a FAFSA for 2020-2021. Include children who meet either of these standards even if the children do not live with the parents. And 4) include other people if they now live with the parents and the parents provide more than half of their support, and will continue to provide more than half of their support through June 30, 2021.

For any household member, excluding the parents, who 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, 2020, and June 30, 2021, 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	Will be Enrolled at Least Half Time (Yes or No)
		SELF		

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

C. Income Verification—Tax Filers

If you did not file a tax return for 2018, see Section D on the next page.

The best way to verify income is to use the IRS Data Retrieval Tool that is part of *FAFSA on the Web* at FAFSA.gov. A successful transfer does not require the student or parent to submit an actual IRS Tax Return Transcript, provided that the tax information transferred into the FAFSA was not changed. If you have questions about using the IRS Data Retrieval Tool please contact my office at (215) 972-2019.

Important Note: The instructions below apply to the student and spouse (if the student is married), and the student's parents. Notify the Financial Aid Office if the student or spouse (or the student's parents) filed separate IRS income tax returns for 2018 or had a change in marital status after the end of the 2018 tax year on December 31, 2018. If separate tax returns were filed, the 2018 IRS Tax Return Transcripts must be provided for both (see IRS Transcript instructions below).

Check the box that applies:

STUDENT TAX-FILER (and Spouse, if married):

- ☐ The student has used the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2018 IRS income tax return information into the student's FAFSA.
- ☐ The student has not yet used the IRS Data Retrieval Tool in *FAFSA on the Web*, but will use the tool to transfer 2018 IRS income tax return information into the student's FAFSA once the 2018 IRS income tax return has been filed.
- ☐ The student is unable or chooses not to use the IRS Data Retrieval Tool in *FAFSA on the Web*, and instead will provide the school a **2018 IRS Tax Return Transcript(s)**. (signature not required)

PARENT TAX-FILER:

- ☐ The parents have used the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2018 IRS income tax return information into the student's FAFSA.
- ☐ The parents have not yet used the IRS Data Retrieval Tool in *FAFSA on the Web*, but will use the tool to transfer 2018 IRS income tax return information into the student's FAFSA once the 2018 IRS income tax return has been filed.
- ☐ The parents are unable or choose not to use the IRS Data Retrieval Tool in *FAFSA on the Web*, and instead will provide the school a **2018 IRS Tax Return Transcript(s)**. (signature not required)

If you cannot use the IRS Data Retrieval Tool:

There are circumstances when the IRS Data Retrieval Tool will not work (such as when parents file separate tax returns). When this happens, the tax filer must request a **2018 IRS Tax Return Transcript**. This can be done free of charge on the IRS website. Do the following steps:

1. Log onto www.IRS.gov
2. Under "Tools" select "Order a Return or Account Transcript"
3. Complete all fields (social security number, date of birth, address).
4. Under "Type of Transcript," select "Return Transcript." **Make sure you select "Return Transcript."** An "Account Transcript" is not acceptable for verification purposes.
5. Under "Tax Year" select "2018."

The IRS will mail the tax return transcript to you. Once you receive it, forward it immediately to the Financial Aid Office.

D. Income Verification—Non-Tax Filers

Complete this section if the student or student's spouse, or the parents of the student will not file and are not required to file a 2018 income tax return with the IRS.

STUDENT NON-TAX FILER (and Spouse if married):

Check the box that applies:

- ☐ The student and/or spouse were not employed and had no income earned from work in 2018.
- ☐ The student and/or spouse were employed in 2018 and have listed below the names of all employers, the amount earned from each employer in 2018, and whether an IRS W-2 form is provided. [Provide copies of all 2018 IRS W-2 forms issued to the student and spouse by their 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's Name	2018 Amount Earned	IRS W-2 Provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

PARENT NON-TAX FILERS

Check the box that applies:

- ☐ Neither parent was employed nor had income earned from work in 2018.
- ☐ One or both parents were employed in 2018 and have listed below the names of all employers, the amount earned from each employer in 2018, and whether an IRS W-2 form is provided. [Provide copies of all 2018 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.

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

Employer's Name	2018 Amount Earned	IRS W-2 Provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

E. Confirmation of Child Support Paid

If one of the parents included in the household, or the student, paid child support in 2018, list the names of the persons who paid the child support. Also list the names of the person(s) to whom the child support was paid, the names of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2018 for each child.

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

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Amount of Child Support Paid in 2018

Note: If the school has reason to believe that the information regarding child support paid is not accurate, the student may be required to provide additional documentation, such as: 1) a copy of the separation agreement or divorce decree that shows the amount of child support to be provided, 2) a statement from the individual receiving the child support certifying the amount of child support received, or 3) copies of the child support payment checks or money order receipts.

F. Certifications 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.

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

Print Student's Name

Student's Signature

Date

Parent's Signature

Date

Mail or fax this completed form to:

**PA Academy of the Fine Arts
Financial Aid Office
128 North Broad Street
Philadelphia, PA 19102**

**PHONE: (215)972-2019
FAX: (215)569-0153**