



## 2020 – 2021 Verification Worksheet Dependent Student

Your 2020-2021 Free Application for Federal Student Aid (FAFSA) was selected for verification. To verify that you provided correct information, the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and in other required documents. **If there are differences, your FAFSA information will be corrected. The student and at least one parent must complete and sign this worksheet, attach required documents, and submit the documents to the Albright College Financial Aid Office.**

### A. Student's Information

Last Name	First Name	M.I.	
Albright College ID	Date of Birth		
Street Address (include apt. no.)	City	State	Zip Code
Email Address			
Home Phone Number (include area code)	Alternate or Cell Phone Number		

### B. Student's Family Information

List the people that your parent(s)/step-parent will support between July 1, 2020 and June 30, 2021. Include:

- **Yourself**, even if you don't live with your parent(s).
- **Your parent(s)/step-parent** (do not include a parent who does not reside in the household)
- **Your parent(s)' other children** if your parent(s) will provide more than half of their support or if the other children would be required to provide parental information on the 2020-2021 FAFSA. Include children who meet either of these standards, even if they do not live with your parent(s).

Include **other individuals** who reside in the household if:

- they now live with your parents/step-parent and they provide more than half of their support
- AND**
- will continue to provide more than half of their support through June 30, 2021.

**\*\*\*Include all household members, age, and relation. If the household member will be enrolled at least half time, please note their postsecondary institution.**

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Student</i>		

**C. Student and Parent Income Verification**

Complete this section if the student and/or parent, filed a 2018 income tax return with the IRS.

<u>STUDENT</u>	<u>PARENT(s)</u>
<input type="checkbox"/> I have successfully used the FAFSA’s IRS Data Retrieval Tool to load and submit my income information onto the FAFSA. → <b>Attach a copy of all 2018 W-2’s</b>	<input type="checkbox"/> I have successfully used the FAFSA’s IRS Data Retrieval Tool to load and submit my (and my spouse’s if applicable) income information onto the FAFSA. → <b>Attach a copy of all 2018 W-2’s</b>
<input type="checkbox"/> I have not yet, but will use the FAFSA’s IRS Data Retrieval Tool to transfer my income information onto the FAFSA (verification process will not be reviewed until this is completed) → <b>Attach a copy of all 2018 W-2’s</b> → <b>Instructions on Page 4</b>	<input type="checkbox"/> I have not yet, but will use the FAFSA’s IRS Data Retrieval Tool to transfer my (and my spouse’s if applicable) income information onto the FAFSA (verification process will not be reviewed until this is completed) → <b>Attach a copy of all 2018 W-2’s</b> → <b>Instructions on Page 4</b>
<input type="checkbox"/> I am unable or chose not to use the FAFSA’s IRS Data Retrieval tool to transfer my income information. I have either attached a copy of my <b><u>signed 2018 Tax Return</u></b> or I will request the <b><u>2018 Return Transcript</u></b> and submit to the office at a later date. → <b>Attach a copy of all 2018 W-2’s</b> → <b>Instructions on Page 4 if you <u>do not</u> have a copy of your 2018 Tax Return</b>	<input type="checkbox"/> I am unable or chose not to use the FAFSA’s IRS Data Retrieval tool to transfer my (and my spouse’s if applicable) income information. I have either attached a copy of my <b><u>signed 2018 Tax Return</u></b> or I will request the <b><u>2018 Return Transcript</u></b> and submit to the office at a later date. → <b>Attach a copy of all 2018 W-2’s</b> → <b>Instructions on Page 4 if you <u>do not</u> have a copy of your 2018 Tax Return</b>
<input type="checkbox"/> I filed an Amended 2018 IRS Income Tax Return, I was granted a filing extension by the IRS, I was a victim of IRS Identity Theft, or I filed a Non-IRS Income Tax Return. I will contact the Financial Aid Office for detailed instructions on how to complete verification. → <b>Attach a copy of all 2018 W-2’s</b>	<input type="checkbox"/> I/We filed an Amended 2018 IRS Income Tax Return, was granted a filing extension by the IRS, was a victim of IRS Identity Theft, or filed a Non-IRS Income Tax Return. I/We will contact the Financial Aid Office for detailed instructions on how to complete verification. → <b>Attach a copy of all 2018 W-2’s</b>

1. Select any individuals who were self-employed in 2018. W-2 statements are **not** required for self-employed individuals.

<input type="checkbox"/> Mom/step-mom	2018 Adjusted Gross Income _____
<input type="checkbox"/> Dad/step-dad	2018 Adjusted Gross Income _____

2. If the parents’ marital status has changed since the 2020-2021 FAFSA was filed, provide the month and year of the change and select one of the following:

→ Month and year in which the change occurred: \_\_\_\_\_

Separated  
 Divorced or widowed  
 Married or remarried

**D. Non-Filer Student and Parent Verification**

Complete Section D only if the student and/or parent(s)/step-parent were not employed or not required to file taxes in 2018.

**Student**

- The student was not employed and had no income earned from work in 2018.
- The student was employed in 2018 and has listed below the names of all the student’s employers and the amount earned from each employer in 2018. Attach copies of all 2018 IRS W-2 forms issued to the student by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.*

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

**Parent(s)/Step-parent**

- The parent(s) was not employed and had no income earned from work in 2018.
- The parent(s) was employed in 2018 and has listed below the names of all the parent’s employers and the amount earned from each employer in 2018. Attach copies of all 2018 IRS W-2 forms issued to the parent(s) by employer(s). *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.*

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

**\*\*\*Parent(s) will need to submit non-filer statement using instructions on Page 4 to obtain.**

**E. Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

**The student and one parent must sign and date.**

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

\_\_\_\_\_  
Student’s Signature Date

\_\_\_\_\_  
Parent’s Signature Date

**Do not mail this worksheet to the U.S. Department of Education.**

**Submit this worksheet via mail or fax:**

Albright College Financial Aid Office  
Thirteenth & Bern Streets  
P.O. Box 15234  
Reading, PA 19612-5234  
Email: [финаid@albright.edu](mailto:финаid@albright.edu)  
Fax: 610-921-7729

*(You should make a copy of this worksheet for your records.)*  
**How to Obtain the Requested Documentation**

## IRS Data Retrieval Tool (Recommended)

The data retrieval option is the preferred method of submitting a transcript if available to the student and/or parent(s). This option is the fastest out of the two offered and will be submitted to Albright electronically within a few days.

1. Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
2. Login to your account using your **FSA ID**
3. Select the **2020-2021** FAFSA application
4. Go to the **Financial Information** tab
5. Make sure the tax question reads **Already Completed**
6. Enter **Student/Parent FSA ID** and click on **Link to IRS**
7. Follow the prompts to go to the **IRS page** and **transfer** the tax return information into the FAFSA
8. Click **Next** after reviewing information and **repeat for student or parent**
9. After retrieval has been completed for student, parent(s) or both proceed to the **Sign and Submit** page.

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## Ordering a 2018 Return Transcript (Follow the instructions below if you do not have a copy of your tax return.)

A student/spouse may obtain a transcript online or by mail. If the online option is available, you should have the transcript immediately. If the mail option is selected, the transcript will be mailed to the address on your tax return within the IRS quoted time of 5-10 calendar days. **\*For spouse, if a separate return was filed student and spouse will need to request a transcript.**

1. Log on at [www.irs.gov](http://www.irs.gov) and select **“Get Your Tax Record”**
2. Select **“Request Online”** or **“Request by Mail”**
3. When you are on the page, **“Get Transcript”**, enter the following information: **Social Security Number, Date of Birth, Street Address and Zip Code**. Then select continue.
4. Once you have entered your personal information, under **“Type of Transcript”**, select **“Return Transcript”** NOT **“Account Transcript”**. Under **“Tax Year”** select **2018** then select continue.

*(If you are requesting transcript online, you may be required to create an account.)*

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## Other Ways to Order a Return Transcript

- Complete a Form 4506-T or Form 4506T-EZ and mail it to the IRS (each form can be found at [www.irs.gov](http://www.irs.gov))
- Call 1-800-908-9946 and follow the voice prompts

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## Requesting a Verification of Non-Filer Letter

- Retrieve Letter Online
    - Log on at [www.irs.gov](http://www.irs.gov) and select **“Get Your Tax Record”**
    - Select **“Request Online”**
    - Follow step by step instructions
- OR**
- Complete a Form 4506-T or Form 4506T-EZ and mail it to the IRS (each form can be found at [www.irs.gov](http://www.irs.gov))
- OR**
- Call 1-800-908-9946 and follow the voice prompts

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**\*\*\*NEED YOUR W-2's? You can obtain a “Wage and Income Transcript” by completing form 4506-T at [www.irs.gov](http://www.irs.gov) which can be submitted in place of your W-2's. You may also contact the employer or person in charge of filing your taxes.**

Step by step picture instructions can be found on the Albright College Financial Aid Webpage at <https://www.albright.edu/admission-aid/financial-aid/financial-aid-forms/>