



2019-2020 Verification Worksheet
Federal Student Aid Programs

Dependent Students

OFFICE OF FINANCIAL AID

Your 2019–2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information, the financial aid administrator at Southern Miss will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete, sign, and submit all required documents to the financial aid office by the published deadline. The financial aid office may ask for additional information. If you have questions concerning the verification process, please contact the financial aid office as soon as possible so that your financial aid will not be delayed.

A. Dependent Student’s Information

Student’s Last Name	Student’s First Name	Student’s M.I.	Student ID
Student’s Street Address (include apt. no.)		Student’s Last 4 Digits of Social Security Number	
City	State	Zip Code	Student’s Date of Birth
Student’s Email Address		Student’s Phone Number (include area code)	

B. Dependent Student’s Family Information

List below all people in your **parent(s)’ household**. Include:

- You and your parent(s) (including a stepparent) even if you don’t live with your parent(s).
- Your parent(s)’ other children if your parent(s) will provide more than half of their support from July 1, 2019, through June 30, 2020, or if the other children would be required to provide parental information if they were completing a FAFSA for 2019–2020. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2020.

If more space is needed, attach a separate page with the student’s name and Student ID at the top.

Full Name	Age	Date of Birth	Relationship	College	Will be Enrolled at Least Half
<i>Example: John Wayne</i>	<i>13</i>	<i>1/20/2002</i>	<i>Brother</i>	<i>N/A</i>	<i>N/A</i>
			<i>Self</i>		
			<i>Parent 1 in the Household</i>		
			<i>Parent 2 in the Household</i>		

The University of Southern Mississippi, Office of Financial Aid

Hattiesburg Office: 118 College Drive Box 5101, Hattiesburg, MS 39406, Phone: 601.266.4774, Fax: 601.266.5769, Email: financial.aid@usm.edu
Gulf Coast Office: 730 East Beach Blvd, Long Beach, MS 39560, Phone: 228.214.3370, Fax: 228.214.5415, Email: gcfinaidandva@usm.edu

C. Dependent Student's Income Information to Be Verified

Did you, the student, file taxes for 2017? Yes (Complete section 1, and skip section 2 of this page.)
 No (Complete section 2, and skip section 1 of this page.)

1. **TAX RETURN FILERS—Important Note:** If the student filed, or will file, an amended 2017 IRS tax return, the student must submit the 2017 IRS tax return transcript and the signed 1040X which includes the reason for the amendment.

Check the box that applies:

- The student has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2017 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information that was transferred in the verification process.*
- The student did not use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit to the school a **2017 IRS tax return transcript**—not a photocopy of the income tax return. *To obtain an IRS tax return transcript, go to www.irs.gov and click on the "Get my Tax Record" link or call 1-800-908-9946. For new users, you may need to request a copy via the "Get Transcript by Mail" link provided if you are unable to use the "Get my Tax Record" link. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2017 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.*

2. **TAX RETURN NONFILERS**—complete this section if the student will not file and is not required to file a 2017 income tax return with the IRS.

Check the box that applies:

- The student was not employed and had no income earned from work in 2017.
- The student was employed in 2017. Provide the source(s) and the amount(s) earned in 2017 in the table below.

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

Employer's Name	2017 Amount Earned
Suzy's Auto Body Shop (example)	\$2,000.00 (example)

D. Certification and Student Signature

By signing this worksheet, the student certifies that all the information reported is complete and correct. The student must sign and date.

Student's Signature

Date

Student's Name: _____ Student ID: _____

E. Parent's Income Information to Be Verified — Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

- Did you, the Parent, file taxes for 2017? Yes (Complete section 1, and skip section 2 of this page.)
 No (Complete section 2, and skip section 1 of this page.)

1. **TAX RETURN FILERS—Important Note:** If the parent(s) filed, or will file, an amended 2017 IRS tax return, the parent(s) must submit the 2017 IRS tax return transcript and the signed 1040X which includes the reason for the amendment.

Check the box that applies:

- The parent(s) has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2017 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information that was transferred in the verification process.*
- The parent(s) did not use the IRS Data Retrieval Tool in FAFSA on the Web, and the parent(s) will submit to the school a **2017 IRS tax return transcript**—not a photocopy of the income tax return. *To obtain an IRS tax return transcript, go to www.irs.gov and click on the "Get my Tax Record" link or call 1-800-908-9946. For new users, you may need to request a copy via the "Get Transcript by Mail" link provided if you are unable to use the "Get my Tax Record" link. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2017 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.*

2. **TAX RETURN NONFILERS**— complete this section if the student's parent(s) will not file and is not required to file a 2017 income tax return with the IRS. Parent must submit a **letter of non-filing** from the IRS.. *To obtain a letter of non-filing, go to www.irs.gov and click on the "Get a Transcript" link, or call 1-800-908-9946, or for new users, you may need to request a copy via the "Get Transcript by Mail" link provided if you are unable to use the "Get my Tax Record" link.*

Check the box that applies:

- The parent(s) was not employed and had no income earned from work in 2017. Parent must submit a **letter of non-filing** from the IRS.
- The parent(s) was employed in 2017. Provide the source(s) and the amount(s) earned in 2017 in the table below. Parent must submit a **letter of non-filing** from the IRS.

If more space is needed, attach a separate page with the parent(s) name and Student ID at the top.

Employer's Name	2017 Amount Earned
Suzy's Auto Body Shop (example)	\$2,000.00 (example)

F. Certification and Parent Signature

By signing this worksheet, the parent certifies that all the information reported is complete and correct. One parent must sign and date.

 Parent's Signature _____
 Date

You should make a copy of this worksheet for your records. This completed worksheet may be submitted by fax, scanned and emailed, or U.S. postal mail to the appropriate campus listed.