

What is Verification?

Your 2021-2022 FAFSA was selected for review in a process called verification. The law says that before awarding Federal Student Aid, the Department of Education or the Institution may ask you to confirm the information you reported on the FAFSA. To verify that you provided correct information, the Financial Aid Office will compare your FAFSA with the information on this worksheet as well as any other required documents. If there are differences, your FAFSA information will be corrected by our office. You must complete and sign this worksheet, attach any required documents, and submit them to the Financial Aid Office. **Please provide the required information as quickly as possible because your financial aid cannot be processed until verification has been completed. If you have any questions, please contact us at 606-474-3226 or tajohnson@kcu.edu | sjpeppard@kcu.edu.**

What are the Steps?

1. Complete sections A through E of this 2021-22 Dependent Verification Worksheet, while referring to the instructions provided for additional details on the process.
2. Review your Financial Aid Portal (my.kcu.edu) for any other documents that are needed for the verification process. You can find missing documents by logging into your account, selecting the **My Financial Aid** tab (left side of the page), then selecting the **"Financial Aid Documents"** tab located under the **Menu** option.
3. Once all of the documents have been submitted, our Financial Aid staff will conduct an initial review of the materials. If additional documentation is needed for clarification, we will be in touch with you, by email or by phone, typically within 5 business days. Please continue to monitor your KCU email and your Financial Aid Portal for updates on requests for additional verification documents.

A. Student Information

Last Name	First Name	M.I.	KCU Student ID #
Address (Include Apt. #-if applicable)	City	State	Zip Code
Date of Birth (required)	Email	()	Cell Phone Number (Include Area Code)

B. Dependent Student's Family Information

Number of Household Members: List below the people in the parents' household. Include:

- The student (yourself)
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of those children's support from July 1, 2021 through June 30, 2022, or if the other children would be required to provide parental information if they were completing a FAFSA for 2021-2022. Include children who meet either of these standards, even if a child does not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the person's support, and will continue to provide more than half of that person's support through June 30, 2022.

Number in College: Include in the space below information about any household member, excluding the parents, who is, or 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, 2021 and June 30, 2022. Please also include the name of the institution.

Please complete each column for every person in your household.				
Full Name	Current Age	Relationship	College Name	Will be enrolled at least half time? Yes or No
		<i>Self</i>	<i>KCU</i>	

If more space is needed, please provide a separate page with the student's name and ID number, along with the name, age, relationship, etc. for each individual.

C. Student's Income Information

Check the appropriate boxes below and provide the requested information and documents:

- I used the IRS Data Retrieval Tool (after my 2019 taxes were completed and processed by the IRS) to transfer my 2019 income information to the FAFSA and made no further changes to the information. (Review Verification Worksheet Instructions for more information about using the IRS DRT). **If you used the IRS DRT, move on to Section D below.**
- I did not (or could not) transfer my 2019 income information to the FAFSA using the IRS Data Retrieval Tool. I have attached a copy of my signed 2019 IRS Tax Return (IRS Form 1040 and schedules), OR my IRS Tax Return Transcript. (Review Verification Worksheet Instructions for more information on obtaining a 2019 Tax Return Transcript.) In addition, I have attached my Schedule 1, W-2s, IRS Schedule C, and/or IRS Schedule K-1 (if applicable).
- I was/am not required to file a 2019 Federal Income Tax Return. Please also list below the names of all of your employers and the amount earned from each employer in 2019, and attach copies of all 2019 W-2 forms. (**IMPORTANT:** Enter **"No Job"** under "Employer's Name" if you did **not** work.) If additional space is needed, attach a separate page with the student's first and last name at the top.

Employer's Name	2019 Amount Earned	IRS W-2 Attached? (if not required to file)

D. Parent's Income Information

Check the appropriate boxes below and provide the requested information and documents:

- I used the IRS Data Retrieval Tool (after my 2019 taxes were completed and processed by the IRS) to transfer my 2019 income information to the FAFSA and made no further changes to the information. (Review Verification Worksheet Instructions for more information about using the IRS DRT). **If you used the IRS DRT, move on to Section E below.**
- I did not (or could not) transfer my 2019 income information to the FAFSA using the IRS Data Retrieval Tool. I have attached a copy of my signed 2019 IRS Tax Return (IRS Form 1040 and schedules) OR my IRS Tax Return Transcript. (Review Verification Worksheet Instructions for more information on obtaining a 2019 Tax Return Transcript.) In addition, I have attached my Schedule 1, W-2s, IRS Schedule C, and/or IRS Schedule K-1 (if applicable).
- I was/am not required to file a 2019 Federal Income Tax Return.** I have 1) attached copies of all 2019 IRS W2 forms and 2) requested an IRS Verification of Non-Filing Letter on ____ (date). Parent non-tax filers are required to provide an IRS Verification of Non-Filing Letter dated on or after October 1, 2020, which can be requested at www.irs.gov. (Additional information on how to obtain this letter may be found on the Instructions page.) Please also list below the names of all the parents' employers and the amount earned from each employer in 2019, and attach copies of all 2019 W2 forms. (**IMPORTANT:** Enter **"No Job"** under "Employer's Name" if your parent(s) did not work.) If additional space is needed, attach a separate page with the student's first and last name at the top.

Employer's Name	2019 Amount Earned	IRS W-2 Attached? (if not required to file)

E. Certification

Each person signing this worksheet certifies that all the information reported on it is complete and accurate. Warning: If you purposely give false or misleading information on this form, you may be fined, sentenced to jail, or both.

Electronic signatures will not be accepted.

Student Name Printed _____

Parent Name Printed _____

Student Name Signed _____

Parent Name Signed _____

Date _____

Date _____