



## 21-22 Household Verification Worksheet "Dependent" Student

\_\_\_\_\_  
Student's Last Name

\_\_\_\_\_  
Student's First Name

\_\_\_\_\_  
Coe ID (if known)

Your application was selected for review in a process called "Verification." The law requires completion of Verification before your Federal financial aid can be finalized and approved for disbursement. Our office will compare information from your FAFSA with this worksheet and financial data you must submit. If there are differences between the information you reported on your FAFSA and your verification documents, electronic corrections to your FAFSA may be required.

**For the purposes of completing the FAFSA your FAFSA parent is defined as:**

- Your legal parent(s) (biological, adoptive, or as determined by the state [for example, if the parent is listed on the birth certificate]). Both legal parents should have been reported on the FAFSA **if** they are married to each other or are not married to each other but **live together**.
- If your parents are divorced or separated, you should have completed the FAFSA with the parent you lived with more during the past 12 months (and their spouse if remarried).
  - o (If you did not live with one parent more than the other, you should have filed the FAFSA with the parent who provided more financial support during the past 12 months or during the most recent year that you actually received support from a parent. You should not file the FAFSA with a parent who claimed you on a 2019 tax return unless they meet the definitions above.)

**List below ALL the people in your FAFSA parents' household who meet the below criteria:**

- Yourself (the prospective or current college student),
- Your parent(s), including step-parent (according to the above definition),
- Your parents' other children if your parent(s) will provide more than half of the child's support from July 1, 2021 - June 30, 2022 OR if the other child 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 parent.
- 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 that support through - June 30, 2022.

*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
<i>Missy Jones (example)</i>	<i>19</i>	<i>Sister</i>	<i>Central</i>	<i>Yes</i>
		<i>Self</i>		

\*Number in College: For any family members (excluding the parents), who are attending or who will be enrolled in college, please list the name of the college. The college student must be enrolled at least half time in a degree, diploma or certificate program at a postsecondary (college) institution any time between July 1, 2021 and June 30, 2022.

## Student and Parent(s) 2019 IRS Income Tax Verification

The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool, go to [FAFSA.gov](http://FAFSA.gov), log into your FAFSA record, select **-Make FAFSA Corrections,** and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2019 IRS income tax information into your FAFSA.

### Check the box that applies:

Student    Parent

- Used or will use the IRS Data Retrieval to transfer my 2019 IRS income information into the FAFSA.
- Did not use the IRS Data Retrieval Tool and will submit a 2019 **IRS Tax Return Transcript OR a signed copy of my 2019 IRS Tax Return (IRS Form 1040 and, if applicable, schedules 1,2 and 3)**
- o Check here if an IRS Tax Return Transcript(s) or copy of your IRS Tax Return is attached to this worksheet.
- Not required to file a 2019 IRS tax return and I completed and attached the **Coe College Non-Tax Filer Certification Form** (enclosed).

- **Get Tax Transcript by Mail** - Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript."
- **Get Tax Transcript Online** - Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript."
- **Automated Telephone Request** - 1-800-908-9946.
- **Paper Request Form** - IRS Form 4506T-EZ or IRS Form 4506-T.

### Student and Parent(s) Certification and Signatures

Each person signing below certifies that all of the information reported is complete and correct and grants the Student Financial Services Office permission to update the FAFSA to match the values found on this and other verification document that may be provide. **Please note that typed signatures will not be accepted.**

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

\_\_\_\_\_  
Student's Handwritten Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Handwritten Signature whose information  
was reported on the FAFSA

\_\_\_\_\_  
Date

### Return to the Coe College Student Financial Services Office

Mail: Coe College Office of Student Financial Services, 1220 First Ave NE, Cedar Rapids, IA 52402

Fax: 319.399.8886    Upload Portal: [my.coe](http://my.coe) > student tab > financial document upload (available to enrolled students)