

Tabor College 2021-2022 Institutional Verification Worksheet (V1)



IMPORTANT: Your Free Application for Federal Student Aid (FAFSA) was selected for a process called verification by the federal government or Tabor College. The verification process will be conducted by Tabor College in accordance with U.S. Department of Education’s rules 34 CFR, Part 668. Complete all questions on this form and return it with a copy of your Federal Tax Return Transcript for the 2019 year.

****Please note: if you use the FAFSA IRS Data Retrieval Tool on your 2021-2022 FAFSA you do NOT need to submit a 2019 tax return transcript.** However, if you have not used the FAFSA IRS Data Retrieval Tool, order your federal tax transcript at <https://www.irs.gov/individuals/get-transcript> or by calling 1-800-908-9946. If you, your spouse OR your parents did not file taxes for 2019 please be sure to include amounts earned from work in Section B and provide copies of 2019 W2’s.

By law we have the right to ask for this information before awarding Federal Financial aid.
No further processing will be done until all documentation is provided.

Student’s Last Name	First Name	Middle Initial	Student ID /or Social Security Number (last 4 digits)	
Street Address		City	State	Zip Code
Student’s email address			Student’s cell phone number	

SECTION A: FAMILY INFORMATION

Dependent Students:

List the people in your parents’ household. **Include:**

- yourself and your parent(s) (including stepparent) even if you don’t live with your parents, **and**
- your parents’ other children even if they don’t live with your parent(s), if (a) your parents will provide more than half of their support from July 1, 2021 through June 30, 2022 or (b) the children would be required to provide parental information when applying for federal student aid, **and**
- other people if they now live with your parents, and your parents provide more than half of their support from July 1, 2021 through June 30, 2022.

Independent Students:

List the people in your household. **Include:**

- yourself, and your spouse if you have one, **and**
- your children, if you will provide more than half of their support from July 1, 2021 through June 30, 2022, **and**
- other people if they now live with you, and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2021 through June 30, 2022.

Full Name	Age	Relationship	College
<i>Joseph Example</i>	<i>50</i>	<i>Father</i>	If parent will be in college, call FA office
		<i>Self</i>	<i>Tabor College</i>

WARNING: If you purposely give false or misleading information to help establish eligibility for federal student aid, you may be subject to a \$20,000 fine, a prison sentence, or both.

SECTION B: TAX FILER INFORMATION

FOR THE STUDENT

Tax returns include the Federal **2019** IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. *(These can only be accepted through postal mail and/or fax. DO NOT email them to the Office of Financial Aid)*

- The student has used the IRS DRT in FAFSA on the Web to transfer 2019 IRS income tax return information into the student's FAFSA.
- The student is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide a 2019 IRS Tax Return Transcript(s) **OR A SIGNED COPY** of the **2019** income tax return and applicable schedules.
- Check here if you will **not** file and are **not** required to file a **2019** U.S. Income Tax Return. **Check one.**
 - The student and spouse were not employed and had no income from work in 2019
 - The student and/or spouse were employed in 2019 and have listed the names of all employers, the amount earned from each employer and whether an IRS W-2 form issued to the student. List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2019
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

- The student filed an extension with the IRS and will provide a copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2019 and all W-2's.

FOR THE PARENT/SPOUSE

Tax returns include the Federal **2019** IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. *(These can only be accepted through postal mail and/or fax. DO NOT email them to the Office of Financial Aid)*

- The parents have used the IRS DRT in FAFSA on the Web to transfer 2019 IRS income tax return information into the student's FAFSA.
- The parents are unable or choose not to use the IRS DRT in FAFSA on the Web, and instead will provide a 2019 IRS Tax Return Transcript(s) **OR A SIGNED COPY** of the **2019** income tax return and applicable schedules.
- If the parents filed separate 2019 IRS income tax returns, the IRS DRT cannot be used. Attach IRS Tax Return Transcript(s) **OR BOTH SIGNED 2019** 1040 and applicable schedules.
- Parent/Spouse filed an extension with the IRS and will provide the financial aid office, a copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2019 and all W-2's.

SECTION E: SIGNATURES

By signing this worksheet, I (we) certify that all the information reported to qualify for federal student aid is complete and correct. At least one parent must sign if you are a dependent student. *(We cannot accept digital signatures)*

Student

Date

Parent (or Spouse)

Date

You should make a copy of this worksheet for your records. Do not mail this worksheet to the Department of Education.