



## 2019-2020 Independent Student Verification Worksheet

Your 2019-2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal law requires us to ask you to confirm the information you and/or your spouse reported on your FAFSA. You and your spouse (if married) must complete and sign this worksheet, attach any required documents, and submit the worksheet and other required documents to the Samford One Stop. This process will take 45 to 60 days to complete once submitted to Samford. The results of this process will be reported on a new financial aid award letter. **We will not be able to process any federal, state or need-based aid until the process is complete.** If you have questions about verification, contact the Samford Office of Financial Aid as soon as possible in order to avoid delays.

### A. Independent Student's Information (please print)

|  |                      |                    |                                   |
|--|----------------------|--------------------|-----------------------------------|
| Student's Last Name                                | Student's First Name | Student's M.I.     | 900 _____<br>Student's Samford ID |
| Student's Street Address (include apt. no.)        |                      |                    | Student's SSN                     |
| City   | State                | Zip Code           | Student's Date of Birth           |
| Student's Home Phone # (include area code) / _____ |                      | Cell Phone # _____ | Student's Email Address _____     |

### B. Independent Student's Family Information

List below the people in your household. Please include:

- Yourself,
- Your spouse and any dependents (including step-children) who will receive more than 50% of their support from July 1, 2019, through June 30, 2020 from you and/or your spouse, and
- Other people if they now live with you and provide more than 50% of their support and will continue to do so through June 30, 2020.

Please also include the name of the college for any household members who will be attending at least half time between July 1, 2019 and June 30, 2020, and will be enrolled in a degree, diploma or certificate program. Please list additional household members on an attached separate page if there is not enough space below.

| Full Name            | Age | Relationship | College            | Will Be Enrolled At Least Half-Time |
|----------------------|-----|--------------|--------------------|-------------------------------------|
| Bill Smith (example) | 21  | Husband      | Samford University | yes                                 |
|                      |     | Self         | Samford University |                                     |
|                      |     |              |                    |                                     |
|                      |     |              |                    |                                     |
|                      |     |              |                    |                                     |
|                      |     |              |                    |                                     |

## C. Student and Spouse Income Information and Tax Forms

**Step 1. Did you file a 2017 U.S. Federal Tax Return? Please check only one box below.**

*Note: If you are unsure whether or not you successfully used the IRS Data Retrieval Tool, or have questions about which tax documents you are required to submit, please log on to the Samford portal and view your Financial Aid Requirements.*

**Student   Spouse**

- Yes, I used the IRS Data Retrieval Tool to directly import my income information into the FAFSA.
- Yes, but I did not use the IRS Data Retrieval Tool. If requested by Samford, you may obtain copy of your 2017 U.S. Tax Return Transcript by going to [www.IRS.gov](http://www.IRS.gov) or calling 800-908-9946. Filing a request online will expedite the process.
- No, I did not file and I am not required to file a 2017 U.S. Tax Return. List your employer(s) and income received in 2017 below and submit copies of all 2017 W-2s. If you did not receive W-2s for work performed, initial here \_\_\_\_\_. Non-filers must also submit a Verification of Non-filing Letter from the IRS (request at [www.IRS.gov](http://www.IRS.gov)).

| 2017 Employer/Source of Income<br>(if none, list zero or n/a) | Name of Employee | 2017 Income |
|---|------------------|-------------|
|   |                  |             |
|   |                  |             |
|   |                  |             |

**Step 2. List the following amounts regarding 2017 untaxed income and additional financial information.**

| Amount for Student | Untaxed Income  | Amount for Spouse |
|--------------------|---|-------------------|
|                    | Taxable earnings from need-based employment programs such as Federal Work Study.                            |                   |
|                    | Money that was received, or paid on your behalf (bills), not reported elsewhere on this form.               |                   |
|                    | Other untaxed income such as SNAP benefits. Please explain on a separate page and provide 2016 & 2017 docs. |                   |

**Step 3. List the following amounts regarding 2017 child support paid or received by members of your household.**

| Name of person who paid child support | Name of person to whom child support was paid | Name of child for whom child support was paid | Amount of child support paid in 2017 |
|---------------------------------------|---|---|--------------------------------------|
|                                       |   |   |                                      |
|                                       |   |   |                                      |
|                                       |   |   |                                      |
|                                       |   |   |                                      |

**\*\*Attach a separate sheet listing any additional children for whom you paid or received child support and the corresponding amounts.**

## D. Certification

By signing this worksheet, I/(we) certify that all the information reported within is complete and correct. If I purposefully give false, misleading or incomplete information on this worksheet, I understand that I may be fined, sentenced to jail or both by the U.S. Federal Government.

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Student's Signature (required)

Date Signed

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Spouse's Signature (required if married)

Date Signed

*Do not mail this worksheet to the U.S. Department of Education. Please submit this worksheet along with all required documentation to:*

***Samford University  
One Stop***

*800 Lakeshore Drive, Birmingham, AL 35229*

*Phone: (205) 726.2905 Fax: (205) 726.2738 Email: onestop@samford.edu*

*For office use only. Please do not write in this box. – Notes regarding completed verification:*