NJCU
NEW JERSEY CITY UNIVERSITY

<u>2021-2022 Verification Worksheet – Dependent Student</u>

Your 2021-2022 Free Application for Federal Student Aid (FAFSA) was selected for verification. Verification is the process used to confirm that the data reported on your FAFSA form is accurate. The law states that the verification process must be completed before disbursing Federal Student Aid. We may ask for additional information, if necessary, for clarification. If you have questions about verification, contact the financial aid office as soon as possible so that your financial aid will not be delayed.

A. DEPENDENT STUDENT'S INFORMATION – Please fill in with the student's information.

Student's Last Name | First Name | M.I. | Student's ID Number

Permanent Street Address (include apt. no.) | Student's Date of Birth

City | State | Zip Code | Student's Email Address

Student's Home Phone Number | Student's Alternate or Cell Phone Number

B. DEPENDENT STUDENT'S FAMILY INFORMATION – List the people in your parent(s)' household.
Include:
- Yourself
- Your parent(s) you **live** with (including stepparent), and
- That parents' other children, if your parent(s) will provide more than half of their support from July 1, 2021 through June 30, 2022 or the children would be required to provide parental information when applying for Federal Aid, and
- 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 from July 1, 2021 through June 30, 2022

Also, write in the name of the college for any noted above, excluding parent(s), who will be attending college at least half- time between July 1, 2021 and June 30, 2022, and will be enrolled in a degree, diploma, or certificate program.

Full Name	Age	Relationship	University/College	Will be Enrolled at Least Half Time
Missy Jones (example)	*18*	*Self*	*Central University*	*Yes*

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

C. TAX RETURN FILERS

If student and/or parent filed a tax return and did not utilize the IRS Data Retrieval process, a copy of the **2019 FEDERAL TAX RETURN TRANSCRIPT(S) or <u>SIGNED</u> 2019 TAX RETURN** must be submitted. To request a copy of the 2018 FEDERAL TAX RETURN TRANSCRIPT from the Internal Revenue Service, call (800) 908-9946 or go to www.IRS.gov.

Important Note: If the student or parent(s) filed, or will file, an amended 2019 IRS tax return, please contact your financial aid administrator before completing this section.

D. TAX RETURN NON-FILERS

If student and/or parent did not and <u>are not required</u> to file a 2019 income tax return they must submit an **IRS VERIFICATION OF NON-FILING LETTER** dated on or after 10/1/2020 for tax year 2019 whether or not you were employed. To request a copy of the VERIFICATION OF NON-FILING LETTER (VNF) from the Internal Revenue Service, call (800) 908-9946 or go to www.IRS.gov. If you're unable to obtain a VNF, you must submit a signed NJCU Non-Filing statement; which can be found on our website: https://www.njcu.edu/admissions/financial-aid/financial-aid-forms

E. STUDENT INCOME INFORMATION

☐ The student <u>has used</u> the IRS DRT in *FAFSA on the Web* to transfer 2019 IRS income tax return information into the student's FAFSA.

☐ The student is <u>unable or chooses not to use</u> the IRS DRT in *FAFSA on the Web* and has **attached their 2019 IRS Tax Return Transcript(s)** or **SIGNED 2019 TAX RETURN**

☐ The student was not employed and had no income earned from work in 2019.

☐ The student was employed in 2019 and listed below the names of all employers, the amount earned from each employer, and whether an IRS W-2 form is provided. [Provide copies of all 2018 IRS W-2 forms issued to the student by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2019
(Example) ABC's Auto Body Shop	*Yes*	*$4,500.00*
Total Amount of Income Earned From Work		$

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

F. PARENT INCOME INFORMATION

☐ The parent(s) <u>has used</u> the IRS DRT in *FAFSA on the Web* to transfer 2019 IRS income tax return information into the student's FAFSA.

☐ The parent(s) is <u>unable or chooses not to use</u> the IRS DRT in *FAFSA on the Web* and will **attach their 2019 IRS Tax Return Transcript(s)** or **SIGNED 2019 TAX RETURN**

☐ The parent(s) was not employed and had no income earned from work in 2019.

☐ The parent(s) was employed in 2019 and listed below the names of all employers, the amount earned from each employer, and whether an IRS W-2 form is provided. [Provide copies of all 2019 IRS W-2 forms issued to the student by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2019
(Example) ABC's Auto Body Shop	*Yes*	*$4,500.00*
Total Amount of Income Earned From Work		$

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

CERTIFICATIONS AND SIGNATURES (MUST PRINT AND SIGN)

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

_____   _____
Student's Signature   **Date**

_____   _____
Parent's Signature   **Date**