



DEPENDENT

2020-2021 VERIFICATION WORKSHEET
Federal Student Aid Programs

Complete both sides, then mail to: Lycoming College, Financial Aid Office, 700 College Place, Williamsport, PA 17701 or send both sides of this form in PDF format to Finaid@Lycoming.edu, or fax both sides to 570-321-4993.

STEP 1: STUDENT INFORMATION

Student Name Last First MI Student ID #
Student's Birth Date
Home Address Street City State Zip
Student Telephone Number ( ) Student E-mail
Parent Telephone Number ( ) Parent E-Mail

STEP 2: YOUR FAMILY INFORMATION: List the people in your parent's household. Include the following:

- Yourself and your parent(s) (including step-parent). Parent(s) listed are the ones required to provide information on the FAFSA. (NOTE: If you are living with, or are required to file the FAFSA with a parent who has remarried, you must also include the step-parent's information on the FAFSA – include your step-parent below).
• Your parent(s) other dependent children, if: (a) your parents will provide more than half of their support from July 1, 2020 through June 30, 2021, 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 parent(s) AND your parents provide more than half of their support AND will continue to provide more than half of their support from July 1, 2020 through June 30, 2021.

Also write in the name of the college for any household member who will be attending college at least half-time between July 1, 2020 and June 30, 2021, AND will be enrolled in a degree, diploma, or certificate program. Attach an additional sheet if necessary.

Table with 4 columns: Full Name, Age, Relationship, College. Row 1: You, the Student, Lycoming College.

# Required Income & Tax Information

## Step 3 and Step 4

**All Student and Parent Tax Filers: If possible, always use the IRS Data Retrieval Tool on the FAFSA.**

If you did not use the IRS Data Retrieval Tool, you **must** request an IRS 2018 Tax Return Transcript for Steps 3 and 4 by calling the IRS at **800.908.9946**. Or, you can also go online to [www.irs.gov](http://www.irs.gov); click Get My Tax Record, then click Get Transcript Online and follow the directions.

**Parents that DID NOT file a 2018 Federal Tax Return:** You must submit an IRS Verification of Non-filing Letter.

Go to <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> to get Form 4506-T. Print it out and carefully complete the entire form, making sure to check Box 7 to request the IRS Non-Filing Verification letter. Also be sure to use 12/31/2018 for the correct tax filing period in #9. Mail the form to the IRS at the appropriate address in the middle column of page 2.

### STEP 3: STUDENT TAX TRANSCRIPT & INCOME INFORMATION

**CHECK THE ONE (1) BOX THAT APPLIES:**

- I was not employed and had no income earned from work in **2018**.
- I used the IRS Data Retrieval Tool to retrieve and transfer **2018** IRS income information into FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. ...continue to STEP 4.
- I was unable or chose not to use the IRS Data Retrieval Tool, and I/we will submit or have submitted to the school a **2018 IRS Tax Return Transcript** (**NOT** a copy of the income tax return) ...continue to STEP 4.
- I did not and am not required to file a **2018** Federal Income Tax Return. I/we have completed the table below and attached **ALL 2018 W-2 forms** (including work-study)

Source(s) of Income (fill out only if you did NOT file)	Amount Earned in 2018
	\$
	\$
	\$

### STEP 4: PARENT TAX TRANSCRIPTS & INCOME INFORMATION

**CHECK THE ONE (1) BOX THAT APPLIES:**

- Student's parent(s) had no income earned from work in **2018** - **You must Submit IRS Verification of Non-filing Letter – see above.**
- Student's parent(s) used the IRS Data Retrieval Tool to retrieve and transfer **2018** IRS income information into FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. ...Continue to STEP 5.
- Student's parent(s) were unable or chose not to use the IRS Data Retrieval Tool, and will submit or have submitted to the school a **2018 IRS Tax Return Transcript** (**NOT** a copy of the income tax return). ... Continue to STEP 5.
- Student's parent(s) are not required to file a **2018** Federal Income Tax Return. Student's parent(s) have completed the table below and attached **ALL 2018 W-2 forms.** – Also, **You must Submit IRS Verification of Non-filing Letter – see above.**

Source(s) of Income (fill out only if you did NOT file)	Amount Earned in 2018
	\$
	\$
	\$

### STEP 5: SIGN THIS WORKSHEET – CAN NOT BE SIGNED ELECTRONICALLY

I/We certify that all the information reported on this worksheet is complete and correct. **Warning: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (required)

\_\_\_\_\_  
Date