

**INDEPENDENT**

# 2019-2020 Verification Worksheet

## Federal Student Aid Programs

Your application was selected by the U.S. Dept. of Education for review in a process called “verification.”  
**WHAT YOU MUST DO BEFORE FINANCIAL AID CAN BE AWARDED TO YOU**

- Complete all sections and sign the worksheet – you and your spouse must sign the worksheet.
- Submit all required documents to the Office of Student Financial Aid.
- If you or your spouse did not file or are not required to file an IRS 1040, you and your spouse must affirm that you are not required to file an IRS 1040 and include a copy of 2017 W-2 Forms from all employers.

**A. Student Information (Please Print or Type)**

<i>Last Name</i>	<i>First Name</i>	<i>M.I.</i>	<i>Student ID Number</i>
<i>Address (include apt. #)</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Date of Birth</i>	<i>E-Mail Address</i>	<i>Phone Number (Include Area Code)</i>	

**B. Family Information**

List the people in your household, include:

- You and your spouse.
- Your children if you will provide more than half of their support from July 1, 2019 through June 30, 2020 even if they don't live with you.
- 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 and will continue to provide more than half of their support from July 1, 2019 through June 30, 2020.

**Write the names of ALL household members.** Also write in the name of the college for any family member who will be attending college at least half-time between July 1, 2019 and June 30, 2020, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College Attending in 2019-2020
		Self	SUNO

**C. Income Tax Information** Please check the appropriate section below:

**STUDENT INCOME - - COMPLETE ONLY IF YOU USED THE IRS DATA RETRIEVAL TOOL**

\_\_\_\_ I attest that I have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my 2017 IRS income information into my FAFSA. I have not changed this information.

**STUDENT - - COMPLETE ONLY IF YOU DID NOT USE THE IRS DATA RETRIEVAL TOOL**

\_\_\_\_ I am unable/chose not to use the IRS Data Retrieval Tool in FAFSA on the Web. My 2017 IRS Tax Return Transcript is attached to this worksheet.

**SPOUSE INCOME - - COMPLETE ONLY IF YOU USED THE IRS DATA RETRIEVAL TOOL**

\_\_\_\_ I attest that my parents have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2017 IRS income information into my FAFSA. This information has not been changed.

**SPOUSE - - COMPLETE ONLY IF YOU DID NOT USE THE IRS DATA RETRIEVAL TOOL**

\_\_\_\_ My parent was unable/chose not to use the IRS Data Retrieval Tool in FAFSA on the Web. My parent(s) 2017 IRS tax return transcript is attached to this worksheet.

**STUDENT – COMPLETE ONLY IF YOU WILL NOT FILE AND ARE NOT REQUIRED TO FILE**

\_\_\_\_ I attest that I have not filed an IRS 1040 for 2017 and I am not required to file an IRS 1040 for 2017. I have attached all of the W-2 forms I received for 2017.

**SPOUSE - - COMPLETE ONLY IF YOU WILL NOT FILE AND ARE NOT REQUIRED TO FILE**

\_\_\_\_ I attest that I have not filed an IRS 1040 for 2017 and I am not required to file an IRS 1040 for 2017. I have attached all of the W-2 forms I received for 2017.

**D. Additional Income**

Both tax filers and non-tax filers must list any untaxed income received in 2017. **Be sure to enter zeros if no funds were received.** Failure to complete this section will delay the processing of your verification.

Applicants with no taxable income, no earned income or no untaxed income will be required to submit a ZERO INCOME VERIFICATION FORM showing how living expenses were met.

<b>Student</b>	<b>Calendar Year 2017 2017 Untaxed Income</b>	<b>Spouse</b>
\$	Payments to tax-deferred pensions and savings plans (paid directly or withheld from earnings) including, but not limited to, amounts reported on W-2 Form Box 12a – 12d, codes D, E., F, G, H, and S	\$
\$	Untaxed portion of pensions.	\$
\$	Untaxed portion of IRA Distributions	\$
\$	Tax exempt interest income from 1040 or 1040A line 8b	\$
\$	Education credits from 1040 or 1040A.	\$
\$	Child Support <b>Paid</b> because of divorce or separation or as a result of a legal requirement. List the names of the children receiving the child support _____ _____ _____  The person's name to whom the support is paid _____ Address where the child lives _____	\$

**E. SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)**

Did any person in your household and listed in Section B of this worksheet receive Supplemental Nutrition Assistance Program Benefits in 2018 or 2019? Yes No

If yes, then please indicate name(s) \_\_\_\_\_

*Recipients of Supplemental Nutrition Assistance Program (SNAP) benefits must provide documentation. A printout from the web site of your SNAP benefit eligibility or a letter confirming SNAP benefits may be submitted.*

**F. Sign This Worksheet**

By signing this worksheet, 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.

_____ <i>Student's Signature</i>	_____ <i>Date</i>	_____ <i>Spouse's Signature (if applicable)</i>	_____ <i>Date</i>
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Return by mail, e-mail or fax to:

**Southern University at New Orleans  
Office of Student Financial Aid  
6400 Press Drive, New Orleans, LA 70126**

**PHONE: (504) 286-5263 FAX: (504) 286-5213 E-Mail: [financialaid@suno.edu](mailto:financialaid@suno.edu)**