

2021-2022 Institutional Verification Form
DEPENDENT STUDENT

Student Name: _____	
Email: _____	Regis ID: _____
I affirm that I have read, understood, and agreed to this form in its entirety and that the information supplied is true and complete.	
Student Signature: _____	Date: _____
Parent Signature: _____	Date: _____

Your financial aid application has been selected for *verification*. We are **REQUIRED** by federal regulation to collect this form and associated documentation before you can receive ANY federal, state or institutional aid. This form **MUST** be completed and turned in to the Office of Financial Aid with the appropriate documents attached. *Partial or incomplete documents will NOT be accepted.* This form **MUST** be received by our office at least **3 weeks prior to the end of the semester** that you are requesting financial aid consideration for.

Form Requirements:

- Please fill out this form legibly in **blue or black ink**. A computer-generated signature or an electronic signature will NOT be accepted.
- Answer all the questions on this form. If answer is zero or not applicable, **enter "0"**. If you leave any section blank with no answer, we will incomplete the document.
- If your **parents are now separated or divorced** and **filed a joint tax return**, provide tax information and W2(s) for the parent whose information is listed on the FAFSA.
- If your **parents are NOT married and currently living together**, provide tax information for BOTH parents.

Section I: Student 2019 Earnings and Tax Information

If you (the student):	Do one of the following:
Filed a 2019 Federal IRS Tax Return ➔	Transfer IRS Income Tax information using the Data Retrieval Tool on FAFSA at www.fafsa.gov ; OR Submit a signed copy of your 2019 Federal Tax Return, including all Schedules filed; OR Submit a 2019 IRS Tax Return Transcript. You can request a transcript at: https://www.irs.gov/individuals/get-transcript
Had zero income and were not required to file a 2019 Federal IRS Tax Return ➔	Check the box: <input type="checkbox"/> I (the student), was not employed and had no income earned from work in 2019.
Earned income and but were not required to file a 2019 Federal IRS Tax Return ➔	Check the box: <input type="checkbox"/> I (the student), was employed in 2019 but did not file a federal tax return and have attached copies of all 2019 W-2 and/or 1099 Forms.
Filed a 2019 Amended Tax Return ➔	Provide a signed copy of 2019 1040X Amended Tax Return *AND* a signed copy of 2019 Income Tax Return, including all Schedules filed *OR* 2019 Federal Tax Return Transcript.

Section II: Parent 2019 Earnings and Tax Information

If the parent(s):	Do one of the following:
Filed a 2019 Federal IRS Tax Return ➔	Transfer IRS Income Tax information using the Data Retrieval Tool on FAFSA at www.fafsa.gov ; OR Submit a signed copy of your 2019 Federal Tax Return, including all Schedules filed; OR Submit a 2019 IRS Tax Return Transcript. You can request a transcript at: https://www.irs.gov/individuals/get-transcript
Had zero income and was not required to file a 2019 Federal IRS Tax Return ➔	Submit a 2019 IRS Verification of Non-Filing Letter. You can request the letter here: https://www.irs.gov/individuals/get-transcript
Earned income and but was not required to file a 2019 Federal IRS Tax Return ➔	<ul style="list-style-type: none"> • Attach copies of all 2019 W-2 and/or 1099 Forms. • Submit a 2019 IRS Verification of Non-Filing Letter. You can request the letter here: https://www.irs.gov/individuals/get-transcript
Filed a 2019 Amended Tax Return ➔	Provide a signed copy of 2019 1040X Amended Tax Return *AND* a signed copy of 2019 Income Tax Return, including all Schedules filed *OR* 2019 IRS Tax Return Transcript.

Section III: 2019 Taxable Financial Aid Information

Did you or your parent earn Federal or State need based work-study? If you list an amount, the applicable **2019 W2(s)** **MUST** be provided. Regis Work Study employees may obtain their W-2 by contacting HR directly at studentemployment@regis.edu.

Student Amount: \$ _____ Parent Amount: \$ _____

Did you report grant/scholarships on your tax return? If amount is listed, copy of your **2019 W-2(s)** AND a signed copy of your **2019 Income Tax Return** MUST be provided with “SCH” indicated on the wages line even if you did the IRS Data Retrieval. If you do not submit the **2019 Federal Income Tax Return**, our office will assume “0”.

Student Amount: \$ _____ Parent Amount: \$ _____

Did you report education tax credits on your tax return (Schedule 3, line 50)? If amount is listed, a signed copy of your **2019 Income Tax Return** including Schedule 3 *OR* a copy of your **2019 IRS Tax Return Transcript** MUST be provided if you did not use the IRS Data Retrieval Tool.

Student Amount: \$ _____ Parent Amount: \$ _____

Section IV: Student 2019 Untaxed Income Information

If answer is zero or not applicable, enter “0”.

Income Type	Student
Payments to tax deferred pension and savings plans (paid directly or withheld from earnings), including but not limited to, amounts reported on the W-2 forms in Boxes 12a through 12d, codes D, E, F, G, H, and S. Do not include code DD.	\$
Untaxed portions of IRA distributions and pensions from IRS Form 1040—(lines 4a + 4c) minus (lines 4b + 4d). Exclude rollovers. If negative, enter a zero here.	\$
Tax exempt interest income from IRS Form 1040—line 2a	\$
Veterans non-education benefits received such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances. Benefit Type: _____ Source: _____	\$
Housing, food, and other living allowance paid to members of the military, clergy, and others (including cash payments and cash value of benefits). Do not include the value of on-base military housing or the value of a basic military allowance for housing. Benefit Type: _____ Source: _____	\$
Other untaxed income not yet reported including worker’s compensation, disability, money or assistance from family or friends, etc. Also include the portions of health savings accounts from IRS Form 1040 – line 25 (Schedule 1). (Do not include student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplementary Security Income, Workforce Investment Act educational benefits, on-base military housing or a military housing allowance, combat pay, benefits from flexible spending arrangements (i.e. cafeteria plans), foreign income exclusion or credit for federal tax on special fuels). Benefit Type: _____ Source: _____	\$

Section V: Parent 2019 Untaxed Income Information

If answer is zero or not applicable, enter "0".

Income Type	Parent
Payments to tax deferred pension and savings plans (paid directly or withheld from earnings), including but not limited to, amounts reported on the W-2 forms in Boxes 12a through 12d, codes D, E, F, G, H, and S. Do not include code DD.	\$
IRA deductions and payments to self-employed SEP, SIMPLE, Keogh and other qualified plans from IRS Form 1040 Schedule 1—total of lines 15 + 19.	\$
Untaxed portions of IRA distributions and pensions from IRS Form 1040—(lines 4a + 4c) minus (lines 4b + 4d). Exclude rollovers. If negative, enter a zero here.	\$
Tax exempt interest income from IRS Form 1040—line 2a	\$
Child support received for any of your children. Do not include foster care or adoption payments. Source: _____	\$
Veterans non-education benefits received such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances. Benefit Type: _____ Source: _____	\$
Housing, food, and other living allowance paid to members of the military, clergy, and others (including cash payments and cash value of benefits). Do not include the value of on-base military housing or the value of a basic military allowance for housing. Benefit Type: _____ Source: _____	\$
Other untaxed income not yet reported including worker's compensation, disability, money or assistance from family or friends, etc. Also include the portions of health savings accounts from IRS Form 1040 – line 25 (Schedule 1). (Do not include student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplementary Security Income, Workforce Investment Act educational benefits, on-base military housing or a military housing allowance, combat pay, benefits from flexible spending arrangements (i.e. cafeteria plans), foreign income exclusion or credit for federal tax on special fuels). Benefit Type: _____ Source: _____	\$

Section VI: Household Information

Include in your **parents' household**:

- **Yourself**
- **Your parent(s)** – If your parents are *not currently married, but are living together*, list both parents. If your parent has *remarried*, list parent and their spouse. Married same-sex couples must report themselves as *married* and list both in the household.
- **Parent's other children** (*under the ages of 24*) – If your parents will provide more than half of the other children's support from July 1, 2021 and June 30, 2022, the children can be listed.
- If a parent is **paying child support**, fill out the *Child Support Paid* section below but do NOT list that child(ren) within the household.
- **Other people** – If other people currently live with your parents and your parents provide (*and will continue to provide*) **more than half of their support** between July 1, 2021 and June 30, 2022, list other people in the household and fill out the *Other People* section of this form. **Documentation of support may be requested. Not providing this information WILL exclude this person from being included in the household size.**
- Include the name of the college for any household member 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 (dependent students should NOT include a college for your parents).

List your parents' CURRENT marital status:

- Single
 Married
 Remarried
 Unmarried but living together
 Other: _____

List Household Members	Age	Relationship to Student (i.e. parent, brother, sister, etc.)	Enrolled in College at Least Half-Time	Name of College/University
1.		SELF		
2.				
3.				
4.				
5.				
6.				
7.				

If your response is longer than space given, please attach an additional sheet of paper with your information.

Section VII: Child Support Paid

Did your parent pay child support for child(ren) **NOT** living in the household during 2019?

Yes No

Child(ren)'s Names:

Total Paid in 2019:

\$ _____
\$ _____
\$ _____

Name of person(s) to whom the child support was paid in 2019:

Documentation of child support paid may be requested.

OTHER PEOPLE:

If there are *other people/siblings/grandparents and adults age 24 and over* living in the household, you **MUST** provide *documentation of support* for those included. Write a statement explaining the extenuating circumstances as to why you/your parent(s) are responsible for the individual and in what way you/your parent(s) are supporting this person with: *food, shelter, and health insurance*. You are **REQUIRED** to report any *earnings or benefits* the individual received. You **MUST** explain why adults are **NOT** receiving income. If you do **NOT** provide the amount of benefits received in your statement, we will *incomplete* this form.

