



Simmons College of Kentucky (SCKY) 2021-2022 Verification Worksheet

Your 2021-2022 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we must ask you to confirm the information you (if independent) or you and your parents (if dependent) reported on your FAFSA. To verify that you provided correct information, the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You (if independent) or you and at least one parent (if dependent) must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at SCKY. SCKY may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

What to do:

- ❖ If you did not use the IRS Data Retrieval Tool (DRT) to complete your FAFSA, Request a 2019 IRS tax return transcript for yourself (if taxes filed for 2019), your parent(s) (if dependent and if parent(s) filed taxes for 2019) and your spouse (if married). See instructions (separate document) on how to request a 2019 IRS tax return transcript.
- ❖ Independent students, spouse, and parent(s) who DID NOT file IRS Tax Return will need to request a Verification of Non-Filing Status Letter from the IRS.
- ❖ All parties involved must complete and sign this form. **Leave no spaces blank.**
- ❖ Submit completed form and all attached documents (if any) to the SCKY Financial Aid office.

You will receive a Verification Review Status letter upon completion of this process.

A. Student's Information

Student's Last Name First Name M.I.

Student's Identification (ID) Number

Student's Street Address (include apartment number)

Student's Date of Birth

City State Zip Code

Student's Email Address

Student's Home Phone Number (include area code)

Alternate Phone Number (i.e. Cell)

B. Members in Household- Please list all members in your household below.

- **For independent students:** List yourself, your spouse (if married), your children or others, if any, and if you will provide more than half of their support from July 1, 2021 through June 30, 2022 or if the child would be required to provide parental information if they were to complete a FAFSA for 2021-2022.
- **For dependent students:** List yourself, your parent(s) (including stepparent) even if you do not live with your parent(s). Your parent(s)' children or others if your parent(s) will provide more than half of their support from July 1, 2021 through June 30, 2022 or if the other children would be required to provide parental information if they were to complete a FAFSA for 2021-2022.

Include the name of the college for any household member(s), who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2021, and June 30, 2022.

DO NOT INCLUDE PARENTS ENROLLED IN COLLEGE. If more space is needed, attach a separate page with the student's name and student ID at the top.

Full Name	Age	Relationship	College Name	Enrolled at least halftime?
		<i>self</i>	<i>Simmons College of KY</i>	

Student's name: _____ Student's ID: _____

C. Income Information to be Verified

1. TAX RETURN FILERS - Please check all boxes that apply:

- Used IRS Data Retrieval tool in FAFSA for: Student / Parent(s)
- Attached 2019 IRS tax return transcript for: Student / Parent(s) / Spouse (if married)
- Tax Return filer with Unusual Circumstances- **NOTE:** Please read the Tax Return filer with Unusual Circumstances document and follow the instructions that apply to your situation.

2. TAX RETURN NONFILERS - Complete this section if the student (and spouse, if married) or parent(s) (if dependent) will not file and is not required to file a 2019 income tax return with the IRS. Check all boxes that apply. Please note: IRS Letter Confirming Non-filer Status is required for all individuals except Dependent Students who listed Parent information on their FAFSA.

- No income earned from work in 2019 for:
 - Student / Spouse (if married) / Parent 1 / Parent 2
- Income was earned in 2019 for:
 - Student / Spouse (if married) / Parent 1 / Parent 2
- Attached 2019 IRS Verification of Non-Filing Status Letter for:
 - Student (if Independent) / Spouse (if married) / Parent 1 / Parent 2

If INCOME EARNED BUT DID NOT FILE TAX RETURN: Attach copies of all 2019 IRS W-2 forms issued for each person checked above. List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and student ID at the top.

Employer's Name	2018 Amount Earned	IRS W-2 attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

D. Certifications and Signatures

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.

WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.

Student's Signature

Date

Parent's Signature

Date

Submit this worksheet to the financial aid administrator:

Simmons College of Kentucky
 Financial Aid office
 1018 South Seventh Street.
 Louisville, KY 40203
 Phone: (502) 776-1443, ext. 5121
 Fax: (502) 776-2227

You should make a copy of this worksheet for your records.