

Your Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "Verification". During this process, Student Financial Aid and Scholarships (SFA) will compare information from your FAFSA with information from the Internal Revenue Service (IRS). If necessary, SFA will make corrections to your FAFSA, and your financial aid may be adjusted. Check your **To Do List and Holds** in your MyBGSU on a **regular-basis** for other outstanding items to avoid possible delays in processing.

Carefully read these instructions before filling out the remainder of this form.

- **Complete each section or it may be returned.** Do not leave any section blank; if it doesn't apply, write N/A. If more space is needed, attach a separate page. Be sure to add the student's name and BGSU ID Number on each page.
- Upload and submit all completed forms by the suggested deadlines below for aid to show up on your semester billing. Upload forms at <http://sfa.bgsu.edu/upload>

Summer Semester 2020: March 13, 2020

Fall Semester 2020: June 15, 2020

Spring Semester 2021: November 16, 2020

BGSU – VERIFICATION WORKSHEET FOR DEPENDENT STUDENTS 2020-2021

STEP 1 – CONTACT INFORMATION

Student Last Name	First Name	M.I.	BGSU ID Number
Address (include apt. no.)			Student Phone Number
City	State	Zip Code	Student BGSU E-mail Address _____@bgsu.edu

STEP 2 - PARENT STATUS

- Parent 1 is the primary parent whose information was reported on the FAFSA
- Parent 2 is the **spouse** of Parent 1, whether they are a **biological parent or a step-parent**. A step-parent's income must also be reported on the FAFSA, per federal regulations.

What is the **current marital status of the parent(s)** whose information was reported on the FAFSA?

Never Married	Effective date of current marital status: (mm/dd/yy)
Married/Remarried	
Divorced	
Separated	
Widowed	
Unmarried but both parents living together	

STEP 3 - HOUSEHOLD INFORMATION

- Include your parents' other children (even if they do not live with your parents) if (a) your parents will provide **more than** half of their financial support from July 1, 2020, through June 30, 2021, or (b) they would list parent 1 or 2 as their primary parent on their own FAFSA for 2020–2021.
- Include other people if they **now live with** your parent(s) **and** your parent(s) will provide more than half of their support during July 1, 2020 through June 30, 2021.
- Also include the college that any household member will be attending at least half time between July 1, 2020 and June 30, 2021. They must be enrolled in a college degree or certificate program, *not* post-secondary as a high school student.

Relationship to Student	Full Name of ALL Household Members	Date of Birth	College Attending
Student			BGSU
Parent 1			N/A
Parent 2			N/A
<input type="checkbox"/> Sibling <input type="checkbox"/> Step-Sibling			
<input type="checkbox"/> Sibling <input type="checkbox"/> Step-Sibling			
<input type="checkbox"/> Sibling <input type="checkbox"/> Step-Sibling			
<input type="checkbox"/> Sibling <input type="checkbox"/> Step-Sibling			
<input type="checkbox"/> Other: _____			

STEP 4 – TAX INFORMATION-check one box for each person BGSU ID#:

Student	Parent 1	Parent 2
<input type="checkbox"/> I filed a 2018 IRS Tax Return - used the IRS data retrieval on my FAFSA or - am attaching a copy of my 2018 IRS Tax Return Transcript or a signed copy of my 2018 IRS Tax Return and All Schedules ~~~~~ <input type="checkbox"/> I did not work in 2018 and did not file a 2018 Federal Tax Return. OR <input type="checkbox"/> I worked in 2018 but was <u>not required to file</u> a 2018 Federal Tax Return (must submit copies of your 2018 W-2's)	<input type="checkbox"/> I filed a 2018 IRS Tax Return - used the IRS data retrieval on my FAFSA or - am attaching a copy of my 2018 IRS Tax Return Transcript or a signed copy of my 2018 IRS Tax Return and All Schedules ~~~~~ <input type="checkbox"/> I did not work in 2018 and did not file a 2018 Federal Tax Return. I am attaching my 2018 IRS Verification of Non-filing Letter (VNF), or I attempted but was unable to obtain a VNF OR <input type="checkbox"/> I worked in 2018 but was <u>not required to file</u> a 2018 Federal Tax Return. I am attaching my 2018 IRS Verification of Non-filing Letter (VNF), or I attempted but was unable to obtain a VNF (must submit copies of 2018 W-2's)	<input type="checkbox"/> I filed a 2018 IRS Tax Return - used the IRS data retrieval on my FAFSA or - am attaching a copy of my 2018 IRS Tax Return Transcript or a signed copy of my 2018 IRS Tax Return and All Schedules ~~~~~ <input type="checkbox"/> I did not work in 2018 and did not file a 2018 Federal Tax Return. I am attaching my 2018 IRS Verification of Non-filing Letter (VNF), or I attempted but was unable to obtain a VNF OR <input type="checkbox"/> I worked in 2018 but was <u>not required to file</u> a 2018 Federal Tax Return. I am attaching my 2018 IRS Verification of Non-filing Letter (VNF), or I attempted but was unable to obtain a VNF (must submit copies of 2018 W-2's)

2018 Federal Tax Return Transcripts and 2018 IRS Verification of Non-filing Letters can be requested from <https://www.irs.gov/individuals/get-transcript>

STEP 5 - INCOME INFORMATION – MUST be completed even if IRS Data Retrieval tool used on FAFSA

List all 2018 employers and amounts earned in the box below, even if no W-2 was issued. Attach a separate page with the student’s name and BGSU ID if more space is needed. If you **didn’t work** in 2018, enter N/A under 2018 Employer Name and \$0 under 2018 Wages (**don’t leave it blank**).

Non-Tax Filers: If you were not required to file a return but worked during 2018, list all employers and the amounts earned below. **You must also submit copies of your 2018 W-2’s.** If you don’t have a copy of your 2018 W-2, request a 2018 Wage and Income Transcript from the IRS at www.irs.gov.

2018 Income	2018 Employer Name	2018 Wages (Use box 1 on Form W-2. If no W-2 was issued, list all earnings from job.)
Student		\$
		\$
Parent 1 (as listed on the FAFSA)		\$
		\$
Parent 2 (as listed on the FAFSA)		\$
		\$

STEP 6 – FINAL REVIEW

BGSU ID#:

Verify the following steps have been completed before submitting:

- I have included tax information (for the parent(s) and student) either by utilizing the IRS Data Retrieval Tool on the FAFSA, by submitting the 2018 IRS Tax Return Transcript(s), or signed copies of 2018 IRS Tax Returns with all Schedules.
- For non-tax filers, copies of their 2018 W-2's have been submitted.
- All sections of this form are completed fully, and there are no blank fields. This form **will be returned** for incomplete sections which will delay the processing of financial aid.

STEP 7 - SIGN THIS WORKSHEET

Each person signing this form certifies that all the information reported is complete and accurate. The student and all applicable parents must provide a signature and date. **PLEASE DO NOT SIGN ELECTRONICALLY.**

Student Signature

Date

Parent 1 Signature

Date

Parent 2 Signature

Date

STEP 8 – SUBMIT FORMS

Using our document upload ensures your documents will be processed in a timely manner.

UPLOAD & SUBMIT completed SFA forms at:
<http://sfa.bgsu.edu/upload>

OR

FAX: 419-372-0404
If you chose the fax option, processing may be delayed as staff are working remotely.

HAVE QUESTIONS?

If you need assistance completing this form you may contact a financial aid advisor by calling 419-372-2651,
M-F, 8:00 am – 5:00 pm.

Ask your question online using our secure web portal at: <https://sfa.bgsu.edu/asksfa>