

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.
- **Common errors that cause form to be returned:**
  - Step 2 – make sure this is parent's **current** marital status, as of date FAFSA filed.
  - Step 3 – leaving blanks for relationship to student and date of birth
  - Step 6 – leaving employer and earned income fields blank
  - Step 7 – signing electronically or not all signatures on the form
- 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 2021:** March 12, 2021

**Fall Semester 2021:** June 14, 2021

**Spring Semester 2022:** November 15, 2022

# BGSU – VERIFICATION WORKSHEET FOR DEPENDENT STUDENTS 2021-2022

## 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	

## 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?

<input type="checkbox"/> Never Married	Effective date of <b>current</b> marital status: (mm/dd/yy)
<input type="checkbox"/> Married/Remarried	
<input type="checkbox"/> Divorced	
<input type="checkbox"/> Separated	
<input type="checkbox"/> Widowed	
<input type="checkbox"/> 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, 2021, through June 30, 2022, or (b) they would list parent 1 or 2 as their primary parent on their own FAFSA for 2021–2022.
- 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, 2021 through June 30, 2022.
- Also include the college that any household member will be attending at least half time between July 1, 2021 and June 30, 2022. 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 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: _____			

Attach additional paper if you need more space for your household, listing relationship to student, full name, date of birth and college attending (if applicable).

**STEP 4 – Child Support Paid**

**BGSU ID#:**

If either of your parents (who are on your FAFSA) **paid** (not received) any child support in 2019, **complete the chart below**; otherwise mark N/A and proceed directly to STEP 5.

Report all child support **paid** in 2019 for all children **not included** in the Household Information in Step 3:

Name of Parent who <b>Paid</b> Child Support	Amount	Name(s) and Age(s) of Children
<i>Parent Name</i>	<i>\$ 124/month or \$1488/year</i>	<i>Jane Doe 10yrs old, John Doe 8yrs old</i>

**STEP 5 – TAX INFORMATION-check one box for each person**

<b>Student</b>	<b>Parent 1</b>	<b>Parent 2</b>
<input type="checkbox"/> I filed a 2019 IRS Tax Return - used the IRS data retrieval on my FAFSA or - am attaching a copy of my 2019 IRS Tax Return Transcript or a signed copy of my 2019 IRS Tax Return and All Schedules  ~~~~~ <input type="checkbox"/> I <b>did not</b> work in 2019 and <b>did not</b> file a 2019 Federal Tax Return.  <b>OR</b> <input type="checkbox"/> I <b>worked</b> in 2019 but was <b>not required to file</b> a 2019 Federal Tax Return (must submit copies of your 2019 W-2's)	<input type="checkbox"/> I filed a 2019 IRS Tax Return - used the IRS data retrieval on my FAFSA or - am attaching a copy of my 2019 IRS Tax Return Transcript or a signed copy of my 2019 IRS Tax Return and All Schedules  ~~~~~ <input type="checkbox"/> I <b>did not</b> work in 2019 and <b>did not</b> file a 2019 Federal Tax Return. I am attaching my 2019 IRS Verification of Non-filing Letter (VNF), or I attempted but was unable to obtain a VNF  <b>OR</b> <input type="checkbox"/> I <b>worked</b> in 2019 but was <b>not required to file</b> a 2019 Federal Tax Return. I am attaching my 2019 IRS Verification of Non-filing Letter (VNF), or I attempted but was unable to obtain a VNF (must submit copies of 2019 W-2's)	<input type="checkbox"/> I filed a 2019 IRS Tax Return - used the IRS data retrieval on my FAFSA or - am attaching a copy of my 2019 IRS Tax Return Transcript or a signed copy of my 2019 IRS Tax Return and All Schedules  ~~~~~ <input type="checkbox"/> I <b>did not</b> work in 2019 and <b>did not</b> file a 2019 Federal Tax Return. I am attaching my 2019 IRS Verification of Non-filing Letter (VNF), or I attempted but was unable to obtain a VNF  <b>OR</b> <input type="checkbox"/> I <b>worked</b> in 2019 but was <b>not required to file</b> a 2019 Federal Tax Return. I am attaching my 2019 IRS Verification of Non-filing Letter (VNF), or I attempted but was unable to obtain a VNF (must submit copies of 2019 W-2's)

2019 Federal Tax Return Transcripts and 2019 IRS Verification of Non-filing Letters can be requested from <https://www.irs.gov/individuals/get-transcript>

**STEP 6 - INCOME INFORMATION – MUST** be completed even if IRS Data Retrieval tool used on FAFSA

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List all 2019 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 2019, enter N/A under 2019 Employer Name and \$0 under 2019 Wages (**don’t leave it blank**).

**Non-Tax Filers:** If you were not required to file a return but worked during 2019, list all employers and the amounts earned below. **You must also submit copies of your 2019 W-2’s.** If you don’t have a copy of your 2019 W-2, request a 2019 Wage and Income Transcript from the IRS at [www.irs.gov](http://www.irs.gov).

<b>2019 Income</b>	<b>2019 Employer Name</b>	<b>2019 Wages</b> (Use box 1 on Form W-2. If no W-2 was issued, list all earnings from job.)
<b>Student</b>		\$
		\$
<b>Parent 1</b> <b>(as listed on the FAFSA)</b>		\$
		\$
<b>Parent 2</b> <b>(as listed on the FAFSA)</b>		\$
		\$

**STEP 7 – SIGN THIS WORKSHEET**

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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**

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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 (2-3 business days to process)

**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>