

# WILLIAM PENN UNIVERSITY

## 2019-20 DEPENDENT VERIFICATION WORKSHEET

Your 2019-20 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. To verify that you provided correct information, William Penn University will compare your FAFSA with the information on this worksheet and any other required documents. If there are differences, your FAFSA information may need to be corrected. William Penn will make the corrections on your behalf.

You and your parent must complete and sign this worksheet, attach required documents, and submit to William Penn University. William Penn University may request additional information once the review process begins. If you have questions about verification, contact Ann Johnson at 800-779-7366 option 2 or 641-673-1184.

Send documentation by:

**MAIL:**

William Penn University  
Office of Financial Aid  
201 Trueblood Avenue  
Oskaloosa, IA 52577  
OR

**FAX:**

641-673-1115

### A. Student Information – Please Print

<i>Last Name</i>	<i>First Name</i>	<i>M.I.</i>	<i>Last 4 digits of Social Security Number (Optional)</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>Daytime Phone Number and /or Cell Number (Include Area Code)</i>

### B. Family Information

Dependent Students: List the people in your parent’s household; include (1) yourself, (2) - (3) your parent(s) you live with (include step-parent); (4) - (5) your parent’s other children, even if they don’t live with your parent(s), if your parents will provide more than half of their support from July 1, 2019 through June 30, 2020 or if they would be required to provide parental information when applying for federal student aid; and (6) any other people if they now live with your parent(s), and your parent(s) will provide more than half of their support from July 1, 2019 through June 30, 2020.

Also write the name of the college for any family member excluding your parent(s), 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.

Full Name	Age	Relationship	College	Will be enrolled at least half time. (yes or no)
1.		Student/Self		
2.		Parent 1 mother,father,stepparent		
3.		Parent 2 mother,father,stepparent		
4.		Sibling		
5.		Sibling		
6.		Other Describe Relationship		

## C. Tax Forms and Income Information

**TAX FILERS:** Check the line for those people who filed a 2017 Federal Income Tax Return.

\_\_\_\_ Student      \_\_\_\_ Parent 1 (mother, father, stepparent)      \_\_\_\_ Parent 2 (mother, father, stepparent)

**IF YOUR VERIFICATION LETTER IS REQUESTING TAX INFORMATION, you may retrieve income tax information directly from the IRS. The attached instruction sheet gives some options for obtaining the tax information. You may also send us a copy of your Federal 1040 Form from your copy of the 2017 Federal Tax Return. However, the copy of the return you send to us must have a handwritten signature.**

**NON TAX FILERS:** Check the line for those people who did not and are not required to file a 2017 Federal Income Tax Return.

\_\_\_\_ Student

Name of Employer for student	Student Amount	Receive W2 (yes/no)
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2000.00</i>	<i>Yes</i>

- List in the table above your employers and any income received in 2017.
- Submit copies of all 2017 W2s to the Financial Aid Office

\_\_\_\_ Parent(s)

Name of Employer	Parent Amount	Receive W2 (yes/no)
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2000.00</i>	<i>Yes</i>

- List in the table above your employers and any income received in 2017.
- Submit copies of all 2017 W2s to the Financial Aid Office.
- Submit a confirmation of non-filing letter for each parent listed on the FAFSA to the financial aid office by completing IRS Form 4506T. Be sure to check box 7 on the 4506T to request the confirmation of nonfiling letter for each person on the FAFSA, then mail or FAX the 4506T by following instructions on page 2 of the 4506T Form. You may obtain a 4506T Form at the IRS Website: [www.irs.gov](http://www.irs.gov) or contact the financial aid office for a complimentary form.

## F. Certification and Signature

By signing this worksheet, I certify that all the information reported on this worksheet is complete and correct.

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

\_\_\_\_\_  
Student's Name (Print Name)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Student's Signature

Date

\_\_\_\_\_  
Parent's Signature

Date