



3427 N. Main Avenue
Scranton, PA 18508
1-800-2WE-WORK
WWW.JOHNSON.EDU

Standard Verification Group (V1)

Dependent Student

Your FAFSA was selected for the **STANDARD VERIFICATION GROUP**. If you are a tax filer, you must verify your household size, number in college, adjusted gross income, U.S. income tax paid, untaxed portions of IRA distributions, untaxed portions of pensions, IRA deductions and payments, tax-exempt interest income and education credits. For those who are not tax filers you must verify your/your parent(s) income earned from work, household size and number in college.

In order to be considered for federal financial aid you must COMPLETE the attached **FORMS and provide any additional documents**. If you have any questions or would like assistance contact us at 1-800-2-WE-WORK or 570-702-8914.

Please refer to the **Additional Information and Instructions** page for additional instructions, how to obtain tax information and helpful tips.

WE LOOK FORWARD TO SEEING YOU ON CAMPUS.

Sincerely,

Financial Aid Office
(V1)DC17



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Standard Verification Group Forms (V1)

2018-2019 – Dependent Student

Incomplete forms will be returned.

STUDENT INFORMATION

Student Last Name	Student First Name	Social Security Number	JC Student ID
Permanent Address		City/State/Zip	
Home Phone	Cell Phone	Email Address	

Marital Status

STUDENT: <input type="checkbox"/> I am single <input type="checkbox"/> I am separated <input type="checkbox"/> I am married/remarried <input type="checkbox"/> I am divorced or widowed	PARENT(s) <input type="checkbox"/> Never married <input type="checkbox"/> Divorced or separated <input type="checkbox"/> Unmarried and both parents living together <input type="checkbox"/> Married/remarried <input type="checkbox"/> Widowed
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FAMILY INFORMATION – please check appropriate box and fill in grid below

You MUST include:

- Yourself, your Parent(s) and step-parent(s) even if you do not live with your parents.
- Your parents' dependent children, if your parents will provide more than half of their support between July 1, 2018 and June 30, 2019 even if they do not live with them.
- Other people if they now live with your parents, your parents provide more than half of their support and will continue to do so from July 1, 2018 and June 30, 2019.
- Identify the people in your parents' household who will be college students between from July 1, 2018 and June 30, 2019. Do not include the college your parents are attending.

*A student is considered dependent if he/she **was required** to provide parental data on the FAFSA. If you're not sure whether you are a dependent student, go to www.studentaid.gov/fafsa/filling-out/dependency

Full Name	Age	Relationship to student	Name of <u>College or University</u> attending (if at least ½ time during 2018-2019)
1		<i>Self</i>	<i>Johnson College</i>
2			
3			
4			
5			
6			
7			
8			
9			

If you need more space, attach a separate page that includes your name and Social Security Number at the top.



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STUDENT Tax Transcript & Income Information - Year 2016

The instructions in this section apply to the **student**.

Instructions: Check the box below that applies. You **MUST** provide the documentation requested.

Used the IRS DRT in **FAFSA on The Web (FOTW)** to transfer **2016** IRS income tax return information into the FAFSA.

Unable or chooses not to use the IRS DRT in FOTW, and instead will provide the school with a **2016** IRS Tax Return Transcript (see Additional Information and Instructions).

Did not file a federal tax return in 2016 because:

I had no income earned from work in **2016**.

Earned income but, according to IRS Publication 17, am not required to file an income tax return.

Please attach all W-2s and/or 1099 from earned income.

By signing this form, I certify that I have not and am not required to file an income tax return.

PARENT Tax Transcript & Income Information – Year 2016.

The instructions in this section apply to the **parent(s) of a dependent student**.

Instructions: Check the box below that applies. You **MUST** provide the documentation requested.

Used the IRS DRT in **FAFSA on The Web (FOTW)** to transfer **2016** IRS income tax return information into the FAFSA.

Unable or chooses not to use the IRS DRT in FOTW, and instead will provide the school with a **2016** IRS Tax Return Transcript(s).

Did not file a federal tax return in **2016**. You must obtain the *IRS Verification of Non-filing Letter* indicating that you did not file and were not required to file. If you worked in 2016 you must provide copies of all W-2s or 1099s and list on the attached *Earned Wages* section of this form.

CERTIFICATION AND SIGNATURES

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. If asked, you will agree to provide information that will verify the accuracy of information provided. The secretary of education has the authority to verify information reported on the FAFSA with the IRS and other agencies. If you purposely give false or misleading information, you may be fined up to \$20,000, sent to prison or both.

Student’s Signature _____ Date _____

Parent’s Signature _____ Date _____

(Signature required by a parent who is LISTED on the FAFSA for dependent student)



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Earned Wages

Student

Name	Employer's Name	Amount Earned in 2016	W-2 attached?
1		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
2		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
3		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total Amount of Income Earned From Work		\$	

If you need more space, attach a separate page that includes your name and Social Security Number at the top.

Parent(s)

Name	Employer's Name	Amount Earned in 2016	W-2 attached?
1		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
2		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
3		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
4		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total Amount of Income Earned From Work		\$	

If you need more space, attach a separate page that includes your name and Social Security Number at the top.

Asset Information

Student

Cash, checking, savings	\$
Net worth of investments	\$
Net Worth of business (over 100 employees)	\$

Parent(s)

Cash, checking, savings	\$
Net worth of investments	\$
Net worth of business (over 100 employees)	\$

Retirement Account Rollover

Did you or your parent(s) report a rollover to a retirement account on your 2016 tax return?

- Student – yes Parent(s) – yes

CERTIFICATION AND SIGNATURES

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. If asked, you will agree to provide information that will verify the accuracy of information provided. The secretary of education has the authority to verify information reported on the FAFSA with the IRS and other agencies. If you purposely give false or misleading information, you may be fined up to \$20,000, sent to prison or both.

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

(Signature required by a parent who is LISTED on the FAFSA for dependent student)

ADDITIONAL INFORMATION AND INSTRUCTIONS

- WRITE YOUR NAME, SOCIAL SECURITY NUMBER and/or STUDENT ID on each page of this form along with any requested documents.
- The law says that, before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and/or a parent whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, **contact us as soon as possible so that your financial aid will not be delayed.**

~~~~~ Tax Transcript Information ~~~~~

IRS Tax Return Transcript AND Non-filing Letter may be obtained through:

- Get Transcript by MAIL – Go to www.irs.gov and click Get My Tax Record, then click “Get Transcript by MAIL”.
- Get Transcript ONLINE – Go to www.irs.gov and click Get My Tax Record, then click “Get Transcript ONLINE”.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

Tax Filers

- Request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- If you (and your spouse) or your parents filed separate IRS income tax returns, all **Tax Return Transcripts** must be provided.

Non-Filers

- Select “Verification of Non-filing Letter”

Amended Returns

- A **2016 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
- A signed copy of the 2016 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS

Return form, along with any requested documentation, to the Financial Aid Office:

Mail: Johnson College, 3427 North Main Ave Scranton, PA 18508 (Attn: Financial Aid)

Fax: 570-348-2181 (Attn: Financial Aid) **In person:** Richmond Hall, Room 106 or 107

Acronyms

FAFSA – Free Application for Federal Student Aid
www.fafsa.gov

ED – Department of Education

JC ID – Johnson College Student ID Number

W-2 or 1099 – Wage and/or earning statements

FOTW – FAFSA on The Web www.fafsa.gov

IRS – Internal Revenue Service www.irs.gov

SSN – Social Security Number

FSA – Federal Student Aid www.fsa.ed.gov