

Student ID: _____

Please complete this verification only if you have been requested to do so by the DBU Office of Financial Aid. Complete and submit to our office as soon as possible so that your financial aid will not be delayed. Your financial aid cannot be posted until this form has been processed.

Your 2019-20 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "Verification." In this process, the school will be comparing information from your application against data received from the Internal Revenue Service (IRS) based on your and your spouse's 2017 IRS Transcript, W-2 forms, or other financial documents. The law says we have the right to ask you for this information before awarding federal financial aid. If there are differences between your application information and your financial documents, the school may need to make corrections electronically to your FAFSA application.

What you should do:

1. Access your FAFSA online and utilize the IRS Data Retrieval tab at the top of the page within the Financial Information section, then submit your corrected FAFSA to DBU. If you use the Data Retrieval tool, please disregard Step 2.
2. Collect your and your spouse's financial documents (request an IRS Transcript from 800-908-9946 or online at <https://www.irs.gov/individuals/get-transcript>. Please provide copies of W-2 forms, 1099 forms, etc.
3. Complete and **sign** this worksheet.
4. Submit the completed worksheet, 2017 IRS Transcripts, and any other documents to the DBU financial aid office.

Please follow directions carefully and call our office if you have questions about completing this worksheet.

A. Student Information (fill out completely)

Last Name	First Name	Middle Initial	Student ID
Address	Apt. #	Date of Birth	Alternative Phone Number
City	State	Zip	Email Address

B. Family Information

List below the people in **YOUR** household including:

- Yourself **and** your spouse, if you have one, and
- Your children, **if** you will provide more than half of their support from July 1, 2019 through June 30, 2020, even if they do not live with you, **and**;
- Other people, including parents, if they now live with you and you provide more than half of their support **and will continue to provide more than half of their support through June 30, 2020.**

Write the names of **all household members** in the space(s) below. Also write in the name of the college for any household member, **excluding your spouse**. If you need more space, attach a separate page.

Full Name	Age	Relationship	College for 2019-2020*
Student's Name		Self	Dallas Baptist University
* Indicate others in college only if they will attend at least half time in 2019-2020 and in a program that leads to a college degree, diploma, or certificate.			

Verification-Independent Student

19/20

Student Name: _____ Student ID: _____

Student ID: _____

Verification-Independent Student

19/20

C. NON TAX FILER

I (we) did not file and are not required to file a 2017 federal income tax return: Student Spouse

If you or your spouse did not file and are not required to file a 2017 federal income tax return, list below your and your spouse's employer(s) and income received in 2017 (use the W-2 form or other earnings statements if available).

List below yours and your spouse's employer(s) and amount of untaxed **EARNINGS** received in 2017.

***If you did not file and were not required to file a 2017 federal income tax return, but had earnings, please provide your 2017 W-2 form to our office.** W-2 Forms attached: Student Spouse

Student's Income Source(s)	2017 Amounts	Spouse's Income Source(s)	2017 Amounts
TOTAL for Student:		TOTAL for Spouse:	

D. 2017 Additional Financial Information

Student		Spouse
\$	Education credits (American Opportunity, Hope or Lifetime learning tax credits) from IRS Form 1040-line 50 or 1040A-line 33 or IRS Tax Return Transcripts (Education Credits Per Computer).	\$
\$*	Child Support paid because of divorce or separation or as a result of a legal requirement. Do not include support for children in your (or your spouse's) household, as reported in question 93. * Recipient Name _____ Payor Name _____ Child Name _____	\$*
\$	Student Total	\$
		Spouse Total

E. 2017 Untaxed Income

Student		Spouse
\$	IRA deductions and payments to self-employed SEP, SIMPLE, Keogh and other qualified plans from IRS Form 1040-line 28 + line 32 or 1040A-line 17 or on the Tax Return Transcripts (IRA Deduction per Computer).	\$
\$	Tax exempt interest income from IRS Form 1040-line 8b, 1040A-line 8b, or Tax Return Transcript (Tax Exempt Interest)	\$
\$	Untaxed portions of IRA distributions from IRS Form 1040-lines (15a minus 15b), 1040A-lines (11a minus 11b), or IRS Tax Return Transcript (Total IRA Distributions minus Taxable IRA Distributions). Exclude rollovers. If negative, enter a zero here.	\$
\$	Untaxed portions of pensions from IRS Form 1040-lines (16a minus 16b), or 1040A-lines (12a minus 12b), or Tax Return Transcript (Total Pensions and Annuities minus Taxable Pension/Annuity amount). Exclude rollovers. If negative, enter a zero here.	\$
\$	Student Total	\$
		Spouse Total

F. Certification Statement

I certify that all of the information provided on this form is complete and accurate. I understand that if I purposely provide false or misleading information I may be fined, sent to prison, or both.

Student Signature

Date

Spouse Signature (Spouse must sign.)

Date

Return this form with any attachments to:
Office of Financial Aid - Dallas Baptist University - 3000 Mountain Creek Pkwy - Dallas, TX 75211
Please scan, attach, and email to finaid@dbu.edu or fax (214)-333-5586.