

# 2020-2021 Institutional Verification Form for a Dependent Student

Lock Haven University Financial Aid Office

223 Ulmer Hall, Lock Haven, PA 17745

PH: (570) 484-2424

Your 2020–2021 Free Application for Federal Student Aid (FAFSA) was selected for a process called Verification.

- Verification is **required** by the US Department of Education to confirm that the information on your FAFSA was reported correctly.
- Return this form and any other requested items within **30 days**.
- No federal aid will process until this review is complete.
- **If you haven't already done so, use the IRS Data Retrieval Tool (DRT) on the FAFSA to directly link your 2018 IRS tax return information.**
- If you are unable to use the IRS DRT, you will need to provide an IRS tax return transcript for 2018, or a **signed** photocopy of your 2018 federal tax form 1040 including schedules 1, 2 and 3 (if applicable).

## A. Student's Information

Name:			
Date of Birth:	Phone Number:	LHU Email Address:	LHU ID #:
Address:			

## B. Parent's Marital Status

Please check the appropriate box for the **parent(s)** with whom you reside.

**Please check one:**  Single  Married/Remarried (Date: \_\_\_\_\_)  Divorced/Separated/Widowed (Date: \_\_\_\_\_)

## C. Household Members

Please list the people in your **parent's/parents' household** including:

- The **student**.
- The **parent(s) (including a stepparent)** even if the student doesn't physically live with the parent(s). Include both biological or adoptive parents if they are living in the same household, but are not legally married.
- The **parent's other children, if the parent(s) will provide more than half of their support** from July 1, 2020 through June 30, 2021, or if the other children would be required to provide parental information if they were completing a 2020-2021 FAFSA. Include children who meet either of these standards even if the children don't physically live with the parent(s).
- **Other people, if they now live with the parent(s), and the parent(s) provides more than half of their support**, and will continue to provide more than half their support through June 30, 2021.
- **For listed household member(s), excluding the parent(s)**, indicate if the person will be enrolled at least half time in a degree, diploma or certificate program at an eligible postsecondary institution any time between July 1, 2020 and June 30, 2021.

Full Name	Age	Relationship (mother, father, stepparent, brother, sister)	College Name <small>Write the full name of the college, if applicable</small>	Will be Enrolled at Least Half Time <small>(6 credits or more)</small>	
		<b>Student</b>	<b>Lock Haven University</b>	Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No

If more space is needed, provide a separate page with the student's name and LHU ID # at the top.

#### ***D. Student 2018 IRS Income Tax Return Information***

Please check **one** of the four options below:

- 2018 Tax Return Filed/ Used DRT:** The student filed a 2018 federal tax return, and transferred their 2018 IRS Income Tax Return information to the FAFSA using the [IRS Data Retrieval Tool](#).
- 2018 Tax Return Filed/ Tax Return Transcript or Federal Tax Return:** The student filed a 2018 federal tax return, and is including a [2018 IRS Tax Return Transcript](#) or **signed** copy of their [2018 federal tax form 1040 including schedules 1, 2 and 3 \(if applicable\)](#).
- No 2018 Tax Return Filed/ Student Employed:** The student was employed in 2018 but was not required to file a 2018 federal tax return. They are providing copies of [all relevant 2018 w-2\(s\)](#).
- No 2018 Tax Return Filed/ Student Not Employed:** The student was not employed in 2018 and was not required to file a 2018 federal tax return.

#### ***E. Parent 2018 IRS Income Tax Return Information***

Please check **one** of the four options below for the parent(s):

- 2018 Tax Return Filed/ Used DRT:** The parent(s) filed a 2018 federal tax return, and transferred their 2018 IRS Income Tax Return information to the FAFSA using the [IRS Data Retrieval Tool](#).
- 2018 Tax Return Filed/ Tax Return Transcript or Federal Tax Return:** The parent(s) filed a 2018 federal tax return, and is including a [2018 IRS Tax Return Transcript](#) or **signed** copy of their [2018 federal tax form 1040 including schedules 1, 2 and 3 \(if applicable\)](#).
- No 2018 Tax Return Filed/ Parent Employed:** The parent(s) was employed in 2018 but was not required to file a 2018 federal tax return. They are providing a **\*\*Verification of Non-Filing Letter** from the IRS and copies of [all relevant 2018 w-2\(s\)](#).
- No 2018 Tax Return Filed/ Parent Not Employed:** The parent(s) was not employed in 2018 and was not required to file a 2018 federal tax return. They are providing a **\*\*Verification of Non-Filing Letter** from the IRS.

#### **\*\*Verification of Non-Filing Letter:**

This is a document obtained from the IRS to verify that the parent(s) did not file a tax return in 2018. This letter must be dated 10/01/19 or later.

- Go to [www.irs.gov](http://www.irs.gov) and click on "Get Your Tax Record", or submit IRS Form 4506-T. Each parent that did not file taxes in 2018 will need to request a [Verification of Non-filing Letter](#). Upon receipt, forward document to LHU Financial Aid Office.

**Important Note:** The options above apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2018, or had a change in marital status after filing the 2018 taxes.

#### ***F. Certifications and Signatures***

Each person signing below certifies that all of the information reported is complete and correct. **Intentionally providing inaccurate information may be punishable by law.** The student and one parent from the FAFSA must sign and date.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date