DEPENDENT VERIFICATION WORKSHEET (V1)
2018 – 2019

STANDARD VERIFICATION

Your application for financial aid was selected for review in a process called **"Verification".** Please submit the documentation as soon as possible but no later than 120 days after your last day of enrollment, or by September 2019, whichever occurs first. No funds will be disbursed until the verification process is completed. Failure to complete the verification process by the deadline will result in your ineligibility for Title IV funds for the award year. The law states we have the right to ask you for this information before awarding any federal aid. If there are differences between the information supplied on your federal application and your financial documents, we will need to correct this information. *We must review the required information under the financial aid program rules (34 CFR, Part 668).*

The Department of Education has requested that the institution verify certain items for a student selected for this review. All verification items listed on this worksheet must be verified to determine Title IV eligibility.

** Your tax information will not be necessary if you and/or your parent(s) were able to retrieve your tax information using the IRS Data Retrieval Tool when completing the 2018-2019 FAFSA and no changes were made after the information was retrieved.

To review the status of your awards, please visit your Student Portal at http://gcuportal.gcu.edu/.

All fields are required to be completed. If you have any questions, please contact your GCU Student Services Counselor (SSC).

A. Student Information

STUDENT NAME: _____   GCU STUDENT NUMBER: _____

Address: _____   Date of Birth: _____

City: _____ State: _____ Zip: _____   Phone No.: _____

B. Family Information

List the people in your parent's household. Include:
- Yourself and your parent(s), even if you don't currently reside with them. Include stepparent if he lived in the household
- Your parent(s)' other children if your parent(s) will provide more than half their support from July 1, 2018, through June 30, 2019, or if the other children would be required to provide parental information if they were completing a FAFSA for 2018- 2019. Include children who meet either of these standards, even if they do not live with your parent(s). If a child is between the ages of birth and one year, please list the age as "1"
- Any unborn child who is scheduled to be born between July 1, 2018 through June 30, 2019 should be listed with an age of "0" with the relationship noted as unborn child
- Other people if they lived with your parent(s) and received more than half their support from your parent(s) and will continue to receive more than half their support from your parent(s) through June 30, 2019

Full Name	Age	Relationship	Full Name of College (No Acronyms)*
		Self	Grand Canyon University

*Household members (excluding the parents of the dependent student) must be enrolled at least half time as a 'regular' student in a degree/certificate granting program between July 1, 2018 and June 30, 2019.

P0301172019

STUDENT NAME: _____ **GCU STUDENT NUMBER:** _____

C. Source of Income – Student: COMPLETE EITHER SECTION 1 OR SECTION 2

Instructions: *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool, go to FAFSA.gov, log into your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2016 IRS income tax information into your FAFSA.*

1. Student: Tax Filer
Check the box that applies:

☐ I have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2016 IRS income information into my 2018-2019 FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *GCU will use the IRS information that was transferred for the verification process.*

☐ I am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and will submit to the school a 2016 IRS tax return transcript or, if I'm unable to obtain a transcript, a signed paper copy of the 2016 IRS tax return that was submitted to the IRS. You may find the transcript at https://www.irs.gov/individuals/get-transcript and then click "Get Transcript Online." You must have access to a valid email address, a text-enabled mobile phone in your name, and specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). Make sure to request the "Return Transcript" and not the "Account Transcript." If "Get Transcript Online" is not available, click on "Get Transcript by Mail" or call 1-800-908-9946.

> ☐ *Check here if your IRS tax return transcript(s) or signed tax return(s) is attached to this worksheet*
> ☐ *Check here if your IRS tax return transcript(s) or signed tax return(s) will be submitted to GCU later. Verification cannot be completed until the IRS tax return transcript(s) or signed tax return(s) has been submitted to GCU.*

2. Student: Non-Tax Filer *Complete this section if C.1 above did not apply and you will not file and were not required to file a 2016 income tax return with the IRS.*

☐ I was not employed, had no income earned from work in 2016, and was not required to file a tax return; **OR**

☐ I was employed in 2016 but was not required to file a tax return. Listed below are the names of all my employers and the amount earned from each employer in 2016. **W-2s are required from all employers**.

DO NOT leave the section below blank if employed. Enter "none" if you did not earn income in 2016 or enter the amount of income earned during 2016

Student's Source of Income	2016 Amount	W-2 Attached? If not, why?
	$	
	$	
	$	
	$	

D. Source of Income – Parent(s): COMPLETE EITHER SECTION 1 OR SECTION 2

1. Parent(s): Tax Filer

Check the box that applies:

☐ I have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2016 IRS income information into my 2018-2019 FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *GCU will use the IRS information that was transferred for the verification process.*

☐ I am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and will submit to the school a 2016 IRS tax return transcript or if I'm unable to obtain a transcript, a signed paper copy of the 2016 IRS tax return that was submitted to the IRS. You may find the transcript at https://www.irs.gov/individuals/get-transcript and then click "Get Transcript Online." You must have access to a valid email address, a text-enabled mobile phone in your name, and specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). Make sure to request the "Return Transcript" and not the "Account Transcript." If "Get Transcript Online" is not available, click on "Get Transcript by Mail" or call 1-800-908-9946.

> ☐ *Check here if your IRS tax return transcript(s) or signed tax return(s) is attached to this worksheet*
> ☐ *Check here if your IRS tax return transcript(s) or signed tax return(s) will be submitted to GCU later. Verification cannot be completed until the IRS tax return transcript(s) or signed tax return(s) has been submitted to GCU.*

2. Parent: Non-Tax Filer
Complete this section if D.1 above did not apply and you will not file and were not required to file a 2016 income tax return with the IRS. **You must also submit an IRS "Verification of Non-filing Letter"** (VONF) dated on or after 10/1/2017 for tax year 2016 whether or not you were employed. You may find the form at https://www.irs.gov/individuals/get-transcript and then click "Get Transcript Online". You must have access to a valid email address, a text-enabled mobile phone in your name, and specific financial account numbers (such as a credit card number or an account number for a home or auto loan). Make sure to request the "Verification of Non-filing Letter", and in the Tax Year field, select "2016". If "Get Transcripts Online" is not available, click on "Get Transcripts by Mail" or call 1-800-908-9946. If you are unable to obtain a VONF, please contact your SSC to complete a "Statement of Non-filing" form.

☐ I (we) was not employed, had no income earned from work in 2016, and was not required to file a tax return; **OR**

☐ I (we) was employed in 2016 but was not required to file a tax return. Listed below are the names of all my employers and the amount earned from each employer in 2016. **W-2s are required from all employers**.

DO NOT leave the section below blank if employed. Enter "none" if you did not earn income in 2016 or enter the amount of income earned during 2016

Parent 1 Source of Income	2016 Amount	W-2 Attached? If not, why?
	$	
	$	
	$	
Parent 2 Source of Income	**2016 Amount**	**W-2 Attached? If not, why?**
	$	
	$	
	$	

E. Certification and Signature (Handwritten Signature Required – Typed/Electronic Signature Not Accepted)

By signing below both student and parent whose information was reported on the FAFSA certify that all of the information reported is complete and correct.

Student Signature: _____   Date: _____

Parent Signature: _____   Date: _____

WARNING: If false or misleading information is purposely given on this worksheet, student/parent may be fined, sent to prison, or both.

P0301172019