



2019-2020 V1 Dependent Verification

Your 2019-2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called Verification. The U.S. Department of Education regulations require that before awarding Federal Student Aid, the Financial Aid Office must ask you to confirm information that you and your parent(s) reported on your 2019-2020 FAFSA.

It is requested that all Verification documentation be turned in without delay upon receiving a Verification notice. Failure or delay in the completion of the Verification process could jeopardize 2019-2020 financial aid awards.

All documentation provided must include student's name, Student ID and original signature and date. Digital/e-signatures will not be accepted on any forms in the Verification process.

Financial Aid Office
8550 Magellan Parkway
Richmond, VA 23227
Office 225

Email: bsr-confinancial@bshsi.org

Fax: 804-627-5441

Phone: 804-627-5301

Instructions for Tax-Filers:

To obtain an IRS tax return transcript, you can go to www.irs.gov and click on "Get My Tax Record" and then click on "Get Your Tax Record." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript." Or you can call 1-800-908-9946.

You may also request to receive your transcript by mail by clicking "Get Transcript by Mail" or by submitting the IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

Please note that if you are eligible to use the IRS Data Retrieval Tool to link your taxes to the FAFSA, this option may limit any current and future request for verification and may result in a quicker resolution of your verification status.

Instructions for Non Tax-Filers:

A dependent student who is a nontax filer is excluded from the verification requirement to provide confirmation of the dependent student's non-filing status from the IRS or other relevant tax authority.

Parent(s) of dependent students:

If you are married, confirmation of filing will be needed for both you and your spouse. If one of you filed and the other did not, we will need a transcript for one and a confirmation of non-filing for the other. If both of you did not file, we will need a confirmation of non-filing for both.

You will need to provide the following:

- A VERIFICATION OF UNUSUAL TAX CIRCUMSTANCES FORM (available on the college website under Forms tab)
- A listing of the sources of any income earned by the individual from work and the amount of income from each source; **AND**
- A copy of IRS Form W-2, or an equivalent document, for all sources of employment income received by the individual.
- Obtain a Verification of Non-Filing (VNF) Letter by going to www.irs.gov and clicking "Get My Tax Record," then request a transcript online or by mail. You can also call 1-800-908-9946. If the IRS has no record of a 2017 tax return for you, you will receive a letter confirmation your non-filing.

If the individual is unable to obtain VNF from the IRS or other tax authorities and, contact the Financial Aid office and provide a signed statement certifying that the individual attempted to obtain the VNF from the IRS or other tax authorities and was unable to obtain the required documentation. Upon approval the Financial Aid staff will determine, your good-faith effort to obtain the required documentation and the college will accept—

- *A signed statement certifying the individual has not filed and is not required to file an income tax return.*

2019-2020 Dependent Household Information Worksheet

Student Last Student First Middle Initial Student ID

Number of Household Members: List below the people in the **parent’s household**. Include:

- The student
- The parents (including a stepparent) even if the student doesn’t live with the parents.
- The parents’ other children if the parents will provide more than half of the children’s support from July 1, 2019, through June 30, 2020, or if the children would be required to provide parental information if they were completing a FAFSA for 2019-2020. Include children who meet either of these standards, even if a child does not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other person’s support, and will continue to provide more than half of that person’s support through June 30, 2020.

Number in College: Include in the space below information about any household member (**EXCLUDING YOUR PARENTS**) who is, or will be, **enrolled at least half time** in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2019, and June 30, 2020, and include the name of the college.

(If more space is needed, attach a separate page with your name and Student ID at the top)

***NO FIELD SHOULD BE LEFT BLANK FOR ANY MEMBER OF HOUSEHOLD. IF LEFT BLANK, NEW FORM WILL BE REQUESTED.**

Full Name	Age	Relationship to student	College	Will be enrolled at least half time
<i>Marty Jones (example)</i>	<i>28</i>	<i>Brother</i>	<i>Central University</i>	<i>Yes</i>
		Self		

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

CERTIFICATION & SIGNATURE

Each person signing below certifies that all of the information reported is complete and correct

Student Signature (Required)

Date (Required MM/DD/YYYY)

Parent Signature (Required)

Date (Required MM/DD/YYYY)

2019-2020 Dependent Filing Status Worksheet

PLEASE CHECK ONE FOR STUDENT & ONE FOR PARENT AND FOLLOW ALL INSTRUCTIONS

Student Last _____ Student First _____ Middle Initial _____ Student ID _____

2017 Student Non-Filers

- I did not (and was not required to) file taxes in 2017 – I did not have any income earned from work in 2017.
- I did not (and was not required to) file taxes in 2017; however I was employed. Please complete information below and provide copies of all 2017 IRS W-2 forms issued. List all employers, even if the employer did not issue a 2017 W-2 form. If you do not have W-2's, submit a signed/dated statement explaining why the IRS Form W-2 is unavailable

Employer's Name	2017 Amount Earned		IRS W-2 Provided?
Suzy's Auto Body Shop (example)	\$2,000.00		Yes

2017 Student Federal Income Tax Filers

- I filed taxes in 2017 (**and**)
- I **have used** the IRS Data Retrieval Tool in FAFSA on the Web to transfer my 2017 IRS income information into my FAFSA (either on the initial FAFSA or a correction to the FAFSA)
 - I **am unable to use** the IRS Data Retrieval Tool, and I will submit copies of my 2017 Federal Tax return Transcript (*not a copy of the tax return form*) to my school.

2017 Parent Non-Filers

- My parents did not file 2017 Federal Taxes (nor were they required to do so) – Neither had any income from work in 2017 (**in addition to checking this box, your parents must submit confirmation of non-filing for the 2017 tax year from the IRS or a relevant tax authority**)
- My parents did not file 2017 Federal Taxes (nor were they required to do so); however, one (or both) was employed in 2017. Please complete information below and provide copies of all 2017 IRS W-2 forms issued. List all employers, even if the employer did not issue a 2017 IRS W-2 form. If you do not have W-2's, submit a signed/dated statement explaining why the IRS Form W-2 is unavailable (**in addition to checking this box, your parents must submit confirmation of non-filing for the 2017 tax year from the IRS or a relevant tax authority**)

Employer's Name	2017 Amount Earned	Employee's name (mother/father)	IRS W-2 Provided?
Suzy's Auto Body Shop (example)	\$2,000.00	Mother	Yes

2017 Parent Federal Income Tax Filers

- My parent(s) filed taxes in 2017 (**and**)
- My parent(s) **has used** the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2017 IRS income information into my FAFSA (either on the initial FAFSA or a correction to the FAFSA)
 - My parent(s) **is unable to use** the IRS Data Retrieval Tool, and I will submit copies of his or her 2017 Federal Tax return Transcript(s) (*not a copy of the tax return form*) to my school.
- My parents filed separately in 2017 and I will be providing 2017 Federal Tax Return Transcripts for each

Special Circumstance:

- Check here if for the 2017 tax year, you- and/or your parents-were granted a filing extension, filed an amended tax form, were a victim of identity theft, or if you filed a non-IRS Income tax return. (**If you check this box, we must have a completed "Verification of Unusual Tax Circumstances" form**)

WARNING: If you purposefully give false or misleading information you may be fined, be sentenced to jail, or both.

CERTIFICATION & SIGNATURE

Each person signing below certifies that all of the information reported is complete and correct

Student Signature (Required)

Date (Required MM/DD/YYYY)

Parent Signature (Required)

Date (Required MM/DD/YYYY)