



2021-2022 Dependent Student Verification Worksheet

Student Name: _____ Kent State ID Number: _____

Permanent Address: _____

Phone Number: _____ Preferred Email: _____

Deadline to Submit:

- **In order to be considered for the Federal Pell Grant:** Deadline is 120 days after the student’s last date of attendance during the 2021-2022 academic year or September 1, 2022, whichever comes first.
- **In order to be considered for all other federal aid programs, including Federal Direct Student Loans and the Federal PLUS Loan:** Deadline is 30 days prior to the end of the last semester the student attends during the 2021-2022 academic year.

SECTION 1: HOUSEHOLD INFORMATION

Definition of Parent: A *parent* is defined as the biological or adoptive parent(s) of the student. If parents are married to each other, both parents’ information must be included. If parents are not married to each other but still live together in the same household, both parents’ information must be included. If the student’s parents are divorced or separated, use the information for the parent the student lived with more during the past 12 months. If that parent is remarried, you must also include the stepparent’s information. A legal guardian, grandparent, or foster parent is not considered a parent unless they have legally adopted the student.

1. **FAFSA Parent(s) Marital Status (check one):**
- | | |
|--|--|
| <input type="checkbox"/> Married/Remarried | <input type="checkbox"/> Never Married |
| <input type="checkbox"/> Divorced/Separated | <input type="checkbox"/> Widowed |
| <input type="checkbox"/> Not Married but live together | |

Date of Marital Status: _____

Documents can be submitted to: One Stop for Student Services • Kent State University
P.O. Box 5190 • Kent, Ohio 44242 • 330-672-6000
330-672-6001 (fax) • kent.edu/onestop use “Contact Us Form” •
Regional Campus Representative

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(SECTION 1 continued)

2. FAFSA Parent(s) Information

FAFSA Parent	SSN (last 4 digits)	Last Name	First Name	Date Of Birth
Parent/ Stepparent #1	XXX-XX-			
Parent/ Stepparent #2	XXX-XX-			

3. FAFSA Parent(s) State of Legal Residence: _____ **Since (Month/Year):** _____

4. List the people in your FAFSA parents' household. Include the student and your FAFSA parents' other children, if your FAFSA parents will provide more than half of their support through June 30, 2022. Include any other people that live with your FAFSA parents, if they will provide more than half of their support through June 30, 2022. Do not include foster children or children for which they are paying child support. **Do not include the FAFSA parents in this section as they were listed in number 2 above.**

First and Last Name of Household Member	Date of Birth	Relationship to Student	Will this person live in your parent's household through June 30, 2022?	Will your parents support this person at least 51% through June 30, 2022?	Name of college they will attend at least half time during 2021-2022 (if applicable)
		Student			
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Attach additional sheet of paper if necessary

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SECTION 2: STUDENT TAX FILING STATUS AND REQUIRED DOCUMENTATION

Choose the student's federal tax filing status: SELECT ONLY ONE OPTION

<input type="checkbox"/>	<p>OPTION #1</p> <p>I completed a 2019 IRS Federal Income Tax Return.</p> <p><u>Select one option below:</u></p> <p><input type="checkbox"/> I used the IRS Data Retrieval Tool on the FAFSA.</p> <p><input type="checkbox"/> I will submit a signed copy of my 2019 IRS Federal Income Tax Return (including all schedules) or an IRS Tax Return Transcript (<i>We do not need copies of City/State Tax Returns.</i>)</p>
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OR

<input type="checkbox"/>	<p>OPTION #2</p> <p>I did not work in 2019. I will not file, and I am not required to file a 2019 IRS Federal Income Tax Return.</p> <p><u>You must sign this statement:</u></p> <p>I, _____, certify that I was not required to file and will (Student signature) not file a 2019 IRS Federal Income Tax Return.</p>
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OR

<input type="checkbox"/>	<p>OPTION #3</p> <p>I worked in 2019, but I am not required to file a 2019 IRS Federal Income Tax Return.</p> <p><u>You must sign this statement:</u></p> <p>I, _____, certify that I was not required to file and will (Student signature) not file a 2019 IRS Federal Income Tax Return.</p> <p><u>The following MUST be submitted:</u></p> <ul style="list-style-type: none"> o Copies of 2019 W-2 forms from all employers (if applicable) o List below all your employers and the amount you earned from each in 2019 (attach additional sheet of paper if necessary) 									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%; text-align: center;">Employer's Name</th> <th style="width: 30%; text-align: center;">2019 Earnings</th> <th style="width: 35%; text-align: center;">Was a W-2 Issued?</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td> <input type="checkbox"/> YES – Submit copy with worksheet <input type="checkbox"/> NO – Please explain <hr/> </td> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td> <input type="checkbox"/> YES – Submit copy with worksheet <input type="checkbox"/> NO – Please explain <hr/> </td> </tr> </tbody> </table>		Employer's Name	2019 Earnings	Was a W-2 Issued?			<input type="checkbox"/> YES – Submit copy with worksheet <input type="checkbox"/> NO – Please explain <hr/>			<input type="checkbox"/> YES – Submit copy with worksheet <input type="checkbox"/> NO – Please explain <hr/>
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SECTION 3: FAFSA PARENT TAX FILING STATUS AND REQUIRED DOCUMENTATION

Choose the parent/stepparent(s) federal tax filing status: **SELECT ONLY ONE OPTION**

<input type="checkbox"/>	<p>OPTION #1 The parents/stepparent on my FAFSA completed a joint or separate 2019 IRS Federal Income Tax Return(s). <i>Select one option below:</i></p> <p><input type="checkbox"/> They used the IRS Data Retrieval Tool on the FAFSA. <input type="checkbox"/> They will submit a signed copy of their 2019 IRS Federal Income Tax Return(s) (including all schedules) or an IRS Tax Return Transcript(s) (<i>We do not need copies of City/State Tax Returns.</i>)</p>
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OR

<input type="checkbox"/>	<p>OPTION #2 All parents/stepparent on my FAFSA did not work in 2019. They are not required to file and will not file a 2019 IRS Federal Income Tax Return. <i>The following MUST be submitted:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> IRS Non-Filing Letter for each parent/stepparent on the FAFSA (Refer to Section 6) <p><i>Parent(s) must sign this statement:</i></p> <p>I, _____, certify that I was not required to file and will not file a 2019 IRS Federal Income Tax Return. (Parent/Stepparent signature)</p> <p>I, _____, certify that I was not required to file and will not file a 2019 IRS Federal Income Tax Return. (Parent/Stepparent signature)</p>
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OR

<input type="checkbox"/>	<p>OPTION #3 The parents/stepparent on my FAFSA worked in 2019, but were not required to file a 2019 IRS Federal Income Tax Return. <i>Parent(s) must sign this statement:</i></p> <p>I, _____, certify that I was not required to file and will not file a 2019 IRS Federal Income Tax Return. (Parent/Stepparent signature)</p> <p>I, _____, certify that I was not required to file and will not file a 2019 IRS Federal Income Tax Return. (Parent/Stepparent signature)</p> <p><i>The following MUST be submitted:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> IRS Non-Filing Letter (Refer to Section 6) <input type="checkbox"/> Copies of 2019 W-2 forms from all employers for each parent/stepparent on the FAFSA <input type="checkbox"/> List below all employers and the amount each parent earned in 2019 (attach additional sheet of paper if necessary) 									
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SECTION 4: UNTAXED INCOME INFORMATION

If a section does not apply, enter a zero.

Student	Untaxed Income Information for Calendar Year 2019. Information is found on the 2019 Federal Income Tax Return	Parent(s) or Stepparent
\$ _____ <input type="checkbox"/> Rollover	Untaxed portions of Individual Retirement Account (IRA) Distributions and Pensions reported on 2019 Federal Income Tax Return (Lines 4a + 4c) minus (Lines 4b + 4d). If negative, enter zero. Check the box if this was a rollover.	\$ _____ <input type="checkbox"/> Rollover

SECTION 5: SIGNATURES

**This form must be signed by the student and at least one FAFSA parent.
The signature must be hand-written. We cannot accept electronic signatures on this form.**

By signing this application, you hereby affirm that all information reported on this form and any attachment hereto is true, complete, and accurate to the best of your knowledge. If asked by an authorized official, you agree to provide additional proof of information provided on this form. You understand that the Student Financial Aid Office at Kent State University will correct the FAFSA application, as necessary, based on the information submitted. You agree that you understand that if you received federal student aid based on incorrect information, you will need to repay it. You may also be required to pay fines and fees. By signing below, you certify that you (1) will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education, (2) are not in default on a federal student loan or have made satisfactory arrangements to repay it, (3) do not owe money back on a federal student grant or have made satisfactory arrangements to repay it, (4) will notify your college if you default on a federal student loan and (5) will not receive a Federal Pell Grant from more than one college for the same period of time.

Student Signature

Date

Parent/Stepparent Signature

Date

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SECTION 6: IMPORTANT DOCUMENTATION INFORMATION

Federal Income Tax Return or IRS Tax Return Transcript

An IRS Federal Income Tax Return Transcript can be obtained online or by mail, free of charge, by visiting www.irs.gov (click on “Get My Tax Record”) or by calling **1-800-908-9946**. Be sure to request a “**Return Transcript**” and **not** an “**Account Transcript**.” Federal financial aid policies do not allow us to accept a copy of your state tax return.

- If you filed a 2019 Federal Income Tax Return and you did not originally use the IRS Data Retrieval Tool when you filed the FAFSA, you may submit a correction at fafsa.gov and use the tool instead of submitting an IRS Federal Tax Return or Transcript. Some tax filers may not be able to use the IRS Data Retrieval Tool. If that applies to you, submit the IRS Tax Return or Transcript.
- If you filed an amended tax return for 2019, you must provide a copy of your tax transcript (which will include only information from the original tax return) and a signed copy of the 2019 IRS form 1040X that was filed with the IRS.
- If you or your parent/stepparent has a 2019 tax extension beyond the automatic six-month extension, you must submit IRS form 4868 for tax year 2019, a copy of the IRS’s approval of an extension beyond six months, and a copy of all 2019 W-2’s. Additionally, you must submit an IRS Non-Filing Letter dated after October 1, 2020.
- If you were a victim of IRS tax-related identity theft and cannot obtain an IRS Tax Return Transcript, you can instead provide a Tax Return Database View (TRDBV) Transcript and a statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft. You must contact the IRS at 1-800-904-4490 to request a TRDBV Transcript.
- If you filed a foreign 2019 tax return or a tax return with Guam, the Northern Mariana Islands, Puerto Rico, or the U.S. Virgin Islands, please contact the One Stop for Student Services for further instructions.

IRS Non-Filing Letter

If you did not file a 2019 federal income tax return and were not required to file, an IRS Non-Filing Letter can be obtained online or by mail, free of charge, by visiting www.irs.gov (click on “Get My Tax Record”) or by calling **1-800-908-9946**. To obtain an IRS non-filing letter, individuals must complete the process for requesting a tax transcript as listed above. The IRS will provide a non-filing letter only if a return was not filed.

SECTION 7: WHAT HAPPENS NEXT

1. A financial aid professional will compare information on this worksheet and supporting documentation with the information submitted on the 2021-2022 FAFSA. Allow up to 10 business days for this review.
2. If additional documentation is necessary, Kent State will notify the student via Active Messages in the Financial Aid section of their FlashLine account.
3. Kent State will submit any necessary FAFSA corrections necessary to the federal processor. The student will receive an updated electronic Student Aid Report.
4. If the student’s financial aid eligibility changes for 2021-2022 as a result of the FAFSA corrections, financial aid awards will be adjusted, and the student will be notified via the student’s FlashLine account. A notification will also be sent to the student’s Kent State email account.

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