



2020-2021 Independent 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 2020-2021 academic year or September 1, 2021, whichever comes first.
- **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 2020-2021 academic year.

SECTION 1: HOUSEHOLD INFORMATION

List the people in your household. Include yourself; your spouse; your children if you will provide more than half their support through June 30, 2021; and any other people that now live with you if you will continue to provide more than half their support through June 30, 2021. Do not include foster children or children for which you are paying child support.

First and Last Name of Household Member	Date of Birth	Relationship to Student	Will this person live in your household through June 30, 2021?	Will you support this person at least 51% through June 31, 2021?	Name of college they will attend at least half time during 2020-2021 (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	

Attach additional sheet of paper if necessary

SECTION 2: STUDENT TAX FILING STATUS AND REQUIRED DOCUMENTATION

Select the student (and spouse if applicable) federal tax filing status: Select ONE.

- I am not married. I did not work in 2018. I will not file, and I am not required to file a 2018 IRS Federal Income Tax Return.**

The student must sign this statement:

I, _____, certify that I was not required to file and will not file a 2018 IRS Federal Income Tax Return.
 (Student Signature)

You must submit the following:

1. IRS Non-Filing Letter for the student

- I am not married. I completed a 2018 federal tax return.**

Select one option below:

- I used the IRS Data Retrieval Tool on the FAFSA.
- I will submit a signed copy of my 2018 IRS Federal Income Tax Return, including all Schedules, or an IRS Tax Return Transcript.

- I am not married. I worked in 2018, but I am not required to file a 2018 Federal Income Tax Return.**

The student must sign this statement:

I, _____, certify that I was not required to file and will not file a 2018 IRS Federal Income Tax Return.
 (Student Signature)

You must submit the following:

1. Copies of 2018 W-2 forms from all employers
2. IRS Non-Filing Letter for the student
3. List below all your employers and the amount you earned from each in 2018

Employer's Name	2018 Earnings	Was a W-2 issued? (If yes, please include)
		<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain:
		<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain:

Attach additional sheet of paper if necessary

I am married. We filed a joint 2018 IRS Federal Income Tax Return or separate tax returns.

Select one option below:

- We used the IRS Data Retrieval Tool on the FAFSA.
- We will submit a signed copy of our 2018 IRS Federal Income Tax Return, including all Schedules, or IRS Tax Return Transcript(s).

I am married. Neither I nor my spouse will file or are required to file a 2018 IRS Federal Income Tax Return.

Student/Spouse must sign below:

I, _____, certify that I was not required to file and will not
(Student Signature) file a 2018 IRS Federal Income Tax Return.

I, _____, certify that I was not required to file and will not
(Spouse Signature) file a 2018 IRS Federal Income Tax Return.

You must submit the following:

1. IRS Non-Filing Letter for the student
2. IRS Non-Filing Letter for your spouse
3. If you or your spouse worked, copies of the student and spouse's 2018 W-2 forms from all employers
4. If you or your spouse worked, list below all employers and the amount you or your spouse earned from each during 2018

Student or Spouse	Employer's Name	2018 Earnings	Was a W-2 issued? (If yes, please include)
<input type="checkbox"/> Student <input type="checkbox"/> Spouse			<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain:
<input type="checkbox"/> Student <input type="checkbox"/> Spouse			<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain:
<input type="checkbox"/> Student <input type="checkbox"/> Spouse			<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain:

Attach additional sheet of paper if necessary

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) • www.kent.edu/onestop Contact Us Form • Regional Campus Representative
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SECTION 3: UNTAXED INCOME INFORMATION

If a section does not apply, enter a zero.

Student	Untaxed Income Information for Calendar Year 2018. Information is found on the 2018 Federal Income Tax Return	Spouse
\$ _____ <input type="checkbox"/> Rollover	Untaxed portions of Individual Retirement Account (IRA) Distributions and Pensions reported on 2018 Federal Income Tax Return (Line 4a minus 4b). Check the box if this was a rollover.	\$ _____ <input type="checkbox"/> Rollover

SECTION 4: SIGNATURES

This form must be signed by the student and spouse (if married).

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

Student's Spouse Signature (if applicable)

Date

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SECTION 5: REQUESTING TAX TRANSCRIPTS

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 2018 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 2018, 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 2018 IRS form 1040X that was filed with the IRS.
- If you or your parent/stepparent has a 2018 tax extension beyond the automatic six-month extension, you must submit IRS form 4868 for tax year 2018, a copy of the IRS’s approval of an extension beyond six months, and a copy of all 2018 W-2’s. Additionally, you must submit an IRS Non-Filing Letter dated after October 1, 2019.
- 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 2018 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 2018 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 6: WHAT HAPPENS NEXT

1. A financial aid professional will compare information on this worksheet and supporting documentation with the information submitted on the 2020-2021 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 2020-2021 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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