

Lehigh Carbon Community College

2018-2019 Dependent Verification Worksheet

Your 2018-2019 Free Application for Federal student Aid (FAFSA) was selected for the verification review process. This requires us to compare the FAFSA information with information reported on this institutional verification document and any other required documents. If there are differences, your FAFSA information must be corrected. **You and the parent whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any other required documents and submit this form and the other required documents to the Office of Financial Aid at Lehigh Carbon Community College within 15 days. Failure to complete and return this information will result in a delay of the processing of your financial aid.**

Step 1. Student Name _____ ID# _____

The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. If the student and parent(s)/stepparents (separately or jointly) filed a 2016 IRS income tax return but did not use the IRS DRT, then a 2016 IRS Tax Return Transcript must be obtained using one of the following methods:

1. **Get Transcript by MAIL –** Go to www.irs.gov, click “Get My Tax Record” click “Get Transcript by Mail.” Make sure to request the “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript.”
2. **Get Transcript ONLINE -** Go to www.irs.gov, click “Get My Tax Record” Click “Get Transcript Online.” Make sure to request the “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript.” This option is not available for new first time users of the IRS website.
3. **Automated Telephone Request –** 1-800-908-9946.
4. **Paper Request Form –** IRS Form 4506-T.
5. **Additional Information-** Any other wage documents and this 2018/2019 Dependent Verification Worksheet.

Step 2. Household Information:

List all people within your parents’ household from July 1, 2018, through June 30, 2019. This should include:

- ✓ Yourself (the student)
- ✓ Your parent(s) including stepparent(s) even if the student doesn’t live with the parents.
- ✓ Your parents’ other children if your parents will provide more than half of 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 the children do not live with the parents.
- ✓ Other people who live with your parents and your parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2019.
- ✓ Any household member, excluding the parents, who will be enrolled at least half time in a degree or certificate program at an eligible postsecondary educational institution any time between July 1, 2018 and June 30, 2019, include the name of the college.

Full Name	AGE	Relationship	Name of College/Degree program (if at least half-time during 2018-2019)
		Self	Lehigh Carbon Community College

OVER

