



**Financial Aid Office**  
 9601 Germantown Ave, Philadelphia, PA 19118  
 Phone: (215) 248-7182 / Fax: (215) 242-7705  
 finaid@chc.edu

**2019-2020 Independent Standard Verification Worksheet (V1/V5)**

Your Free Application for Federal Student Aid (FAFSA) was selected for review in a process called **Verification**. To comply with federal regulations and, before disbursing federal student aid, we need to review the information you reported on the FAFSA and confirm its accuracy. In this process, the Financial Aid Office will compare information from your FAFSA to the documentation you are **required** to submit. If there are any differences between your FAFSA and your documentation, we will update your application, recalculate your aid eligibility, and you will be notified of the revision.

**SECTION A: STUDENT INFORMATION**

STUDENT NAME: \_\_\_\_\_ CHC ID #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(Street / Apartment) City/State/Zip

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**All required documentation must be submitted with this form as verification cannot be completed until all documents are received.** Incomplete forms and documentation will stop your verification process delaying your federal student aid disbursement.

**SECTION B: FAMILY INFORMATION (please read and answer carefully)**

**Household Members:** In the chart below, please list the persons in **your household**. Be sure to include:

- A. **Yourself (the student)**
- B. **Your spouse (if married)**
- C. **You and/or your spouse's dependent children if:** you and/or your spouse will provide more than half of their support from July 1, 2019 through June 30, 2020, even if the children do not live with the student **-or-** if the other children would be required to provide parental information if they were to complete a FAFSA for 2019-2020. Include children who meet either of these standards even if the children do not live with the parents.
- D. **Other people** if they now live with you and you and/or your spouse(s) will **provide more than half of their support** and will continue to provide half of their support through June 30, 2020.
- E. **Number in College:** Include the name of the College/University for any household member, excluding your parent(s), who will be enrolled at least half time in a degree or certificate program at any time between July 1, 2019 and June 30, 2020. **You must report the actual name of the College/University. Please do not abbreviate.**

FULL NAME (First and Last Name)	AGE	RELATIONSHIP	COLLEGE/UNIVERSITY (Do not include HS, elementary, etc.)	Will they be enrolled at least ½ time? (Yes or No)
		SELF (student)	Chestnut Hill College	

**(If more space is needed please attach a separate sheet with Student's Name, ID#, and information from the chart)**

STUDENT NAME: \_\_\_\_\_

CHC ID #: \_\_\_\_\_

**SECTION C: STUDENT TAX FILING STATUS AND INFORMATION TO BE VERIFIED**

Read each response carefully and select only one (1) of the choices below. You **must** submit all required tax documentation with this worksheet otherwise your verification review and aid processing will be delayed.

Check one (1) box only (read carefully)	Required Tax Documentation (must be submitted)
____ I, the student, <b>did file</b> a 2017 Federal Tax Return and <b>have used</b> the IRS Data Retrieval Tool (DRT) to transfer my 2017 IRS Tax Information to my initial 2019-2020 FAFSA or when making a correction to the FAFSA.	No further tax documentation required unless otherwise requested by the Financial Aid Office.
____ I, the student, <b>did file</b> a 2017 Federal Tax Return but <b>was unable to or will not use</b> the IRS Data Retrieval Tool (DRT) to transfer my 2017 IRS Tax Information to my 2019-2020 FAFSA. I will submit <u>one</u> (1) of the following required tax documentation.	1. Signed copy of the 2017 Federal Tax Return (1040, 1040A, 1040EZ) <b>-or-</b> 2. Official 2017 IRS Tax Return Transcript from the IRS. To get a transcript, visit <a href="https://www.irs.gov/individuals/get-transcript">https://www.irs.gov/individuals/get-transcript</a>
____ I, the student, <b>did file</b> a 2017 Federal Tax Return but <b>amended my tax return (1040X)</b> with the IRS but <b>did use</b> the IRS Data Retrieval Tool (DRT) on the 2019-2020 FAFSA to transfer my original tax information. I will submit the following required tax documentation.	1. Signed copy of the 2017 IRS FORM 1040X "Amended U.S. Individual Income Tax Return" including the updated copy of the 2017 1040, 1040A, or 1040EZ Federal Tax Return with corrected tax information.
____ I, the student, <b>did file</b> a 2017 Federal Tax Return but <b>amended my tax return (1040X)</b> with the IRS <b>and did not use</b> the IRS Data Retrieval Tool (DRT) on the 2019-2020 FAFSA to transfer my original tax information. I will submit the following required tax documentation.	1. Signed copy of the 2017 Federal Tax Return (1040, 1040A, 1040EZ) <b>-or-</b> 2. Official 2017 IRS Tax Return Transcript from the IRS. To get a transcript, visit <a href="https://www.irs.gov/individuals/get-transcript">https://www.irs.gov/individuals/get-transcript</a> <b>-and-</b> 3. Signed copy of the 2017 IRS FORM 1040X "Amended U.S. Individual Income Tax Return" including an updated copy of the 2017 1040, 1040A, or 1040EZ Federal Tax Return with corrected tax information.
____ I, the student, <b>was not employed</b> and <b>did not earn income from work</b> in 2017, therefore <b>I did not and was not required to file</b> 2017 Federal Tax Return.	1. Official 2017 IRS Verification of Non-Filing. To get a transcript, visit <a href="https://www.irs.gov/individuals/get-transcript">https://www.irs.gov/individuals/get-transcript</a>
____ I, the student, <b>did earn income from work</b> in 2017 but <b>I did not and was not required to file</b> a 2017 Federal Tax Return.	1. Submit all 2017 W-2's <b>-or-</b> 2. Submit the 2017 IRS Wage and Income Transcript. To get a transcript, visit <a href="https://www.irs.gov/individuals/get-transcript">https://www.irs.gov/individuals/get-transcript</a> <b>-and-</b> 3. Complete the <b>Student Earnings in 2017</b> Chart (below) 4. Official 2017 IRS Verification of Non-Filing for 2017. To get a transcript, visit <a href="https://www.irs.gov/individuals/get-transcript">https://www.irs.gov/individuals/get-transcript</a>

Student Earnings in 2017 Chart		
Employer's Name	Amount Earned in 2017	IRS W-2 or an equivalent document provided? (Yes/No) If no, why?
(Example) ABC Auto Body Shop	\$400.00	Yes
	\$	
	\$	
	\$	
	\$	
<b>Total Amount of Income Earned from Work</b>		<b>\$</b>

(If more space is needed please attach a separate sheet with Student's Name, ID#, and information from the chart)

STUDENT NAME: \_\_\_\_\_

CHC ID #: \_\_\_\_\_

**SECTION C: SPOUSE TAX FILING STATUS AND INFORMATION TO BE VERIFIED**

Read each response carefully and select only one (1) of the choices below. You **must** submit all required tax documentation with this worksheet otherwise your verification review and aid processing will be delayed.

Check one(1) box only (read carefully)	Required Tax Documentation (must be submitted)
____ I, the spouse, <b>did file</b> a 2017 Federal Tax Return and <b>have used</b> the IRS Data Retrieval Tool (DRT) to transfer my 2017 IRS Tax Information to my initial 2019-2020 FAFSA or when making a correction to the FAFSA.	No further tax documentation required unless otherwise requested by the Financial Aid Office.
____ I, the spouse, <b>did file</b> a 2017 Federal Tax Return but <b>was unable to or will not use</b> the IRS Data Retrieval Tool (DRT) to transfer my 2017 IRS Tax Information to my 2019-2020 FAFSA. I will submit <u>one</u> (1) of the following required tax documentation.	1. Signed copy of the 2017 Federal Tax Return (1040, 1040A, 1040EZ) <b>-or-</b> 2. Official 2017 IRS Tax Return Transcript from the IRS. To get a transcript, visit <a href="https://www.irs.gov/individuals/get-transcript">https://www.irs.gov/individuals/get-transcript</a>
____ I, the spouse, <b>did file</b> a 2017 Federal Tax Return but <b>amended my tax return (1040X)</b> with the IRS but <b>did use</b> the IRS Data Retrieval Tool (DRT) on the 2019-2020 FAFSA to transfer my original tax information. I will submit the following required tax documentation.	1. Signed copy of the 2017 IRS FORM 1040X "Amended U.S. Individual Income Tax Return" including the updated copy of the 2017 1040, 1040A, or 1040EZ Federal Tax Return with corrected tax information.
____ I, the spouse, <b>did file</b> a 2017 Federal Tax Return but <b>amended my tax return (1040X)</b> with the IRS and <b>did not use</b> the IRS Data Retrieval Tool (DRT) on the 2019-2020 FAFSA to transfer my original tax information. I will submit the following required tax documentation.	1. Signed copy of the 2017 Federal Tax Return (1040, 1040A, 1040EZ) <b>-or-</b> 2. Official 2017 IRS Tax Return Transcript from the IRS. To get a transcript, visit <a href="https://www.irs.gov/individuals/get-transcript">https://www.irs.gov/individuals/get-transcript</a> <b>-and-</b> 3. Signed copy of the 2017 IRS FORM 1040X "Amended U.S. Individual Income Tax Return" including an updated copy of the 2017 1040, 1040A, or 1040EZ Federal Tax Return with corrected tax information.
____ I, the spouse, <b>was not employed</b> and <b>did not earn income from work</b> in 2017, therefore <b>I did not and was not required to file</b> 2017 Federal Tax Return.	1. Official 2017 IRS Verification of Non-Filing. To get a transcript, visit <a href="https://www.irs.gov/individuals/get-transcript">https://www.irs.gov/individuals/get-transcript</a>
____ I, the student, <b>did earn income from work</b> in 2017 but <b>I did not and was not required to file</b> a 2017 Federal Tax Return.	1. Submit all 2017 W-2's <b>-or-</b> 2. Submit the 2017 IRS Wage and Income Transcript. To get a transcript, visit <a href="https://www.irs.gov/individuals/get-transcript">https://www.irs.gov/individuals/get-transcript</a> <b>-and-</b> 3. Complete the <b>Spouse Earnings in 2017</b> Chart (below) 4. Official 2017 IRS Verification of Non-Filing for 2017. To get a transcript, visit <a href="https://www.irs.gov/individuals/get-transcript">https://www.irs.gov/individuals/get-transcript</a>

Spouse Earnings in 2017 Chart		
Employer's Name	Amount Earned in 2017	IRS W-2 or an equivalent document provided? (Yes/No) If no, why?
(Example) ABC Auto Body Shop	\$400.00	Yes
	\$	
	\$	
	\$	
	\$	
<b>Total Amount of Income Earned from Work</b>		\$

(If more space is needed please attach a separate sheet with Student's Name, ID#, and information from the chart)

STUDENT NAME: \_\_\_\_\_ CHC ID #: \_\_\_\_\_

**SECTION E: CERTIFICATIONS AND SIGNATURES (Required)**

**Please Read Carefully:** *By signing this form, I affirm that all information on this form and any attachments are complete and accurate to the best of my knowledge. If requested, I agree to provide documentation to support the information I have provided on this form. I understand that if I purposely give false or misleading information on this worksheet it may be cause for denial, reduction, withdrawal, and/or repayment of financial aid, and I may be subject to a fine, imprisonment, or both, under provisions of the United State Criminal Code and disciplinary actions by Chestnut Hill College. If I have any questions or concerns, I will contact Chestnut Hill College (CHC) Financial Aid Office immediately. Your documentation must contain an original signature. We cannot accept forms containing e-signatures, typed signatures, or e-pen.*

**Due to recent guidance issued by the Department of Education, we can no longer accept documentation with any Personally Identifiable Information (PII) via unsecured methods. PII is any data that could potentially identify a specific individual or any information used to distinguish one person from another. This includes documentation containing Social Security Numbers, Date of Birth, etc. We are unable to accept documentation by email.**

**Please mail, fax, or in-person deliver your verification documentation to the Financial Aid Office.**

**Mail to:** Financial Aid Office, Chestnut Hill College, 9601 Germantown Ave, Philadelphia, PA 19118

**In-Person:** Financial Aid Office, St Joseph Hall, First Floor, North Wing

**Fax:** (215) 242-7705

**Your documentation must contain an original, handwritten signature.**

We cannot complete the verification process with forms containing e-signatures

Student Signature: (original): \_\_\_\_\_ (required)

Student Name (print): \_\_\_\_\_

Date: \_\_\_\_\_

Spouse Signature: (original): \_\_\_\_\_ (optional)

Spouse Name (print): \_\_\_\_\_

Date: \_\_\_\_\_