



**Student Financial Services**

**2018-2019 Dependent Verification Worksheet**

Your Free Application for Federal Aid (FAFSA) was selected for review in a process called verification. Before awarding Federal Student Aid, we must ask you to confirm the information you reported on your FAFSA. We will compare your FAFSA with the information you report on this form and any other required documentation. If there are differences, your FAFSA information may need to be corrected by you or by Chestnut Hill College. You and a parent whose information was reported on the FAFSA must complete and sign this worksheet and submit it to our office to prevent any delays in processing your request for financial aid. Submit this completed form with any required documentation to Student Financial Services.

**Student Information:**

<b>Last Name</b>	<b>First Name</b>	<b>M.I.</b>	<b>CHC ID#</b>
<b>E-Mail Address</b>		<b>Phone Number</b>	

**Section A**

**Dependent Student's Family Information**

List below the people in the parent(s) household. Include:

- The student
- The parent(s) (including a step-parent) even if the student does not live with the parent.
- Your parent(s)' other children if your parents will provide more than half of their support from July 1, 2018, through June 30, 2019, or if the 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 they do not live with the parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2019.
- Include the name of the college for any household member, who 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, 2018, and June 30, 2019. If your parents are divorced or separated, answer the questions about the parent you lived with more during the past 12 months. (If you did not live with one parent more than the other, give answers about the parent who provided more financial support during the past 12 months or during the most recent year that you actually received support from a parent.) If this parent is remarried as of today, answer the questions about that parent and your stepparent.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Full Name	Age	Relation to Student	College
		Self/Student	Chestnut Hill College

**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**

Please return both pages of this worksheet to:  
 Student Financial Services, 9601 Germantown Avenue, Philadelphia, PA 19118  
 Fax: (215) 242-7705 Email: finaid@chc.edu



Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Instructions: Complete this section if you, the student, filed or will file a 2016 income tax return with the IRS. The best way to verify income is by using the **IRS Data Retrieval Tool** that is part of FAFSA on the Web. If you have not already used the tool, go to FAFSA.ed.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2016 IRS income tax information into your FAFSA. If you need more information about when, or how to use the IRS Data Retrieval Tool you may contact the financial aid office.

**Section B**

**Student Tax Transcript and Income Information**

Are you or will you be required to file a 2016 Federal Income Tax Return? **You must check Yes or No.**

Yes. Please submit a copy of your 2016 Federal Tax Return Transcripts or transfer your tax information by using the **IRS Data Retrieval Tool (DRT) available through the student's FAFSA.**

No. Complete the table below, submit copies of ALL 2016 W-2 forms. If applicable, enter zeros then continue to the next step. Do not leave blank. **YOU WILL BE REQUIRED TO PROVIDE CHESTNUT HILL COLLEGE WITH VERIFICATION OF A NON-FILING STATUS by completing a 4506T form.**

Sources of Income (Fill out only if you did NOT file taxes)	IRS W-2 Provided?	Amount Earned in 2016
<i>(Example) ABC's Auto Body</i>	Yes	\$4,500.00
<b>Total Amount of Income Earned From Work</b>		\$

**Parent(s) Tax Transcript and Income Information**

Are you or will you be required to file a 2016 Federal Income Tax Return? **You must check N/A, yes or no.**

Yes. Please submit a copy of your parent's 2016 Federal Tax Return Transcripts or transfer your tax information by using the **IRS Data Retrieval Tool (DRT) available through the student's FAFSA.**

No. Complete the table below, submit copies of ALL 2016 W-2 forms. If applicable, enter zeros then continue to the next step. Do not leave blank. **YOU WILL BE REQUIRED TO PROVIDE CHESTNUT HILL COLLEGE WITH VERIFICATION OF A NON-FILING STATUS by completing a 4506T form.**

Sources of Income (Fill out only if you did NOT file taxes)	IRS W-2 Provided?	Amount Earned in 2016
<i>(Example) ABC's Auto Body</i>	Yes	\$4,500.00
<b>Total Amount of Income Earned From Work</b>		\$

**Section C**

**Certification & Signature (both parent and student signatures are REQUIRED):** By signing this worksheet, I certify all the information reported is complete and correct:

\_\_\_\_\_   
 Student Signature    Date

\_\_\_\_\_   
 Parents Signature    Date

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