


**Cleveland Institute of Art**  
**2019-2020 Verification Worksheet**  
**Dependent Student- Tracking Group V1**

Your 2019-2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal regulations require financial aid offices to confirm the information you and your parents reported on your FAFSA prior to finalizing your eligibility for need-based financial aid. To confirm that you provided correct information on your 2019-20 FAFSA, CIA staff will compare your FAFSA with the information on this worksheet and with any other required documents necessary to complete the verification process. If there are differences, your FAFSA information will be updated with the correct information. You and at least one parent must complete and sign this worksheet, and submit any required documents to complete the verification process, to the CIA Office of Financial Aid. If clarification is after the verification process is begun, the CIA Office of Financial Aid will request additional information to finish the verification process. If you have questions about verification, contact the CIA Office of Financial Aid as soon as possible so that your financial aid can be finalized and able to be disbursed to your account.

**A. Dependent Student's Information**

Student's Last Name	Student's First Name	MI	Student's SSN or ID Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip	Student's Email Address
Student's Phone Number		Student's Alternate or Cell Phone Number	

**B. Dependent Student's Family Information**

Number of Household Members: List below the people in the parents' household. Include:

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2019, through June 30, 2020, or if the other children would be required to provide parental information if they were completing a FAFSA for 2019–2020 academic year. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other person's support and will continue to provide more than half of their support through June 30, 2020.

Number in College: Please include in the College Column below information about any household member, excluding the parents, who is, or 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, 2019, and June 30, 2020, include the name of the college.

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

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>

**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.

**C. Dependent Student's Income Information to Be Verified**

**1. Tax Return Filers**

Instructions: Complete this section if the student filed or will file a 2017 IRS income tax return(s). *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](http://FAFSA.gov).* In most cases, no further documentation

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

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

is needed to verify 2017 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

**Check the box that applies:**

- The student has used the IRS DRT in FAFSA on the Web to transfer 2017 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2017 IRS income tax return information into the student's FAFSA.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a copy of the **2017 IRS Tax Return Transcript(s) or a signed and dated photocopy of the 2017 IRS 1040, or 1040A or 1040EZ tax return.**

A **2017 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by Mail - Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." The Transcript is generally received within 10 business days from the IRS's receipt of the online request. When received, submit the form to CIA.
- Get Transcript ONLINE - Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form – Use the links to download IRS Form [4506T-EZ](#) or IRS Form [4506-T](#). The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

When requesting a transcript, use the Social Security Number (or the IRS individual taxpayer identification number) and the date of birth of the first person listed on the 2017 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2017 IRS income tax return).

In most cases, for electronic filers, 2017 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2017 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2017 paper IRS income tax returns, the 2017 IRS income tax information is available for the IRS DRT or the IRS Tax Return Transcript within 6-8 weeks after the 2017 paper IRS income tax return has been received by the IRS. Contact the CIA Office of Financial Aid if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

Check here if a **2017 IRS Tax Return Transcript(s)** is provided.

Check here if a **2017 IRS Tax Return Transcript(s)** will be provided later.

Check here if a **2017 a signed and dated photocopy of the 2017 IRS 1040, or 1040A or 1040EZ tax return** will be provided.

**2. Nontax Filers**

The instructions and certifications below apply to the student. Complete this section if the student will not file and is not required to file a 2018 income tax return with the IRS.

**Check the box that applies:**

- The student was not employed and had no income earned from work in 2017.
- The student was employed in 2017 and has listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form is provided. [Provide copies of all 2017 IRS W-2 forms issued to the student by his/her employers].

Employer's Name	2017 Amount Earned	IRS W-2 Attached?
ABC Shipping (example)	\$1,280	Yes

If you were unable to list all employers in the chart above, provide a separate page with the student's name and Social Security Number

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

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

or CIA ID number at the top and list the employer's name, 2017 amount earned and indicate Yes if an IRS W-2 is attached.

#### D. Parent's Income Information to Be Verified

##### 1. TAX RETURN FILERS

**Important Note:** The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2017 or had a change in marital status after the end of the 2017 tax year on December 31, 2017.

**Instructions:** Complete this section if the parents filed or will file a 2017 IRS income tax return(s). *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.* In most cases, no further documentation is needed to verify 2017 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

##### Check the box that applies:

- The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2017 IRS income tax return information into the student's FAFSA.
- The parents have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2017 IRS income tax return information into the student's FAFSA once the 2017 IRS income tax return has been filed.
- The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2017 IRS Tax Return Transcript(s) or a signed and dated photocopy of the 2017 IRS 1040, or 1040A or 1040EZ tax return.**

A **2017 IRS Tax Return Transcript** may be obtained through:

- **Get Transcript by Mail** - Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." The Transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript ONLINE** - Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** – Use the links to download IRS Form [4506T-EZ](#) or IRS Form [4506-T](#). The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

When requesting a transcript, use the Social Security Number (or the IRS individual taxpayer identification number) and the date of birth of the first person listed on the 2016 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2017 IRS income tax return).

In most cases, for electronic filers, 2017 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2017 IRS electronic income tax return has been accepted by the IRS. Generally, for filers of 2017 paper IRS income tax returns, the 2017 IRS income tax information is available for the IRS DRT or the IRS Tax Return Transcript within 6-8 weeks after the 2017 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

If the parents filed separate 2017 IRS income tax returns, the IRS DRT cannot be used and the **2017 IRS Tax Return Transcript(s)** must be provided for each.

Check here if a **2017 IRS Tax Return Transcript(s)** is provided.

Check here if a **2017 IRS Tax Return Transcript(s)** will be provided later.

Check here if a **2017 a signed and dated photocopy of the 2017 IRS 1040, or 1040A or 1040EZ tax return** will be provided.

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

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

**2. Nontax Filers**

The Instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2017 income tax return with the IRS.

**Check the box that applies:**

Neither parent was employed, nor had income earned from work in 2017.

One or both parents were employed in 2017 and have listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is provided. [Provide copies of all 2017 IRS W-2 forms issued to the parents by their employers]. List every employer even if they did not issue an IRS W-2 form.

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

Employer's Name	2017 Amount Earned	For Whom?	IRS W-2 Attached?
<i>Pro Auto</i>	<i>\$980</i>	<i>Father</i>	<i>Yes</i>

You must also provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2018 that indicates a 2017 IRS income tax return was not filed with the IRS or other relevant tax authority.

Documentation includes a verification of non-filing letter from the IRS. This form may be obtained by completing an IRS Form 4506-T and checking box 7. An IRS form 4506-T may be downloaded [here](#).

**Check the box that applies:**

Check here is a confirmation of non-filing is provided.

Check here is a confirmation of non-filing will be provided later.

**E. Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

The student and one parent must sign and date.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**Do not mail this worksheet to the U.S. Department of Education.  
Submit this worksheet to:  
Cleveland Institute of Art, Office of Financial Aid, 11610 Euclid Avenue,  
Cleveland, Ohio 44106**

**You should make a copy of this worksheet for your records.**

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

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