

**Kean University**  
**Office of Financial Aid**  
**1000 Morris Avenue**  
**Union, NJ 07083**

**2017–2018 Verification Worksheet for Dependent Student**

Your 2017-2018 Free Application for Federal Student Aid (FAFSA) was selected for a process called verification. Before awarding Federal Student Aid, the Office of Financial Aid will ask you to confirm the information you and your parents reported on the FAFSA. To verify that you provided correct information, we will compare your FAFSA data with the information on this worksheet and/or any other required documents. If there are differences, your FAFSA information may need to be corrected. You and your parent(s), whose information was reported on the FAFSA, must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Office of Financial Aid. Note that we may request additional information. If you have questions about verification, contact the Office of Financial Aid as soon as possible so that your financial aid will not be delayed.

**Dependent Student Information**

Student Last Name	First Name	M.I.	Kean ID #
Street Address (include apt. no.)			Date of Birth
City	State	Zip Code	Kean Email Address
Home Phone Number (include area code)			Alternate or Cell Phone Number

**Dependent Student Family Information**

1. In the spaces below, list the names, ages, and relationships (to you) of the people in your parents' household. Include:
  - Yourself.
  - Your parent(s), even if you do not live with your parent(s).
    - If your parent has remarried, include your stepparent's information.
    - If your parents are divorced/separated, do not list the non-custodial parent if s/he does not live in the household.
  - Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2017 to June 30, 2018, even if they do not live with your parent(s).
    - Include children who are required to report your parent's information on the 2017-2018 FAFSA.
    - Do not include older siblings (age 26 and over) that are not supported by your 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 from July 1, 2017 through June 30, 2018.
2. If any person listed below (**excluding your parents**) will be enrolled at least half-time in a degree or certificate program at a postsecondary educational institution any time between July 1, 2017 and June 30, 2018, list the name of the college.

Full Name	Age	Relationship to Student	College(only if applicable)	Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

Student Name: \_\_\_\_\_ Kean ID #: \_\_\_\_\_

**Income Information to Be Verified**

**1. Student – check box a or b:**

- a. I have filed a 2015 IRS Tax Return. Check either box i or ii.
  - i. I have attached a copy of my 2015 IRS Tax Return Transcript or 2015 SIGNED paper copy of my Federal Tax Return (handwritten copy will not be accepted) to this Worksheet.
  - ii. I will submit a copy of my 2015 IRS Tax Return Transcript or 2015 SIGNED paper copy of my Federal Tax Return (handwritten copy will not be accepted) separately. Verification cannot be completed until the Office of Financial Aid has received all Tax Returns.
  
- b. I did not, will not, and am not required to file a 2015 IRS Tax Return. Check either box i or ii.
  - i. I was not employed and did not earn income from work in 2015.
  - ii. I was employed in 2015. I have listed below my employer(s) and gross amount(s) earned. I have attached a copy(ies) of my 2015 Wage and Tax Statement(s) (Form W-2) or have submitted (or will submit) a copy separately.  
*Attach a separate page if necessary (with student's name and Kean ID#).*

Employer's Name	2015 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

**2. Parent – check box a or b:**

- a. I/We have filed a 2015 IRS Tax Return. Check either box i or ii.
  - i. I (We) have attached a copy of my 2015 IRS Tax Return Transcript or 2015 SIGNED paper copy of my Federal Tax Return (handwritten copy will not be accepted) to this Worksheet.
  - ii. I (We) will submit a copy of my 2015 IRS Tax Return Transcript or 2015 SIGNED paper copy of my Federal Tax Return (handwritten copy will not be accepted) separately. Verification cannot be completed until the Office of Financial Aid has received all Tax Returns.
  
- b. I/We did not, will not, and am not required to file a 2015 IRS Tax Return. Check either box i or ii.
  - i. I (We) was not employed and did not earn income from work in 2015.
  - ii. I (We) was employed in 2015. I have listed below my employer(s) and gross amount(s) earned. I have attached a copy(ies) of my 2015 Wage and Tax Statement(s) (Form W-2) or have submitted (or will submit) a copy separately.  
*Attach a separate page if necessary (with student's name and Kean ID#).*

Employer's Name	2015 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

**Certification and Signatures**

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

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

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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