



# VERIFICATION WORKSHEET

## 2020-2021 Academic Year

Office of Financial Assistance  
 1501 W Bradley Avenue  
 Peoria, IL 61625  
 309-677-3089  
 Secure Portal: [bradley.leapfile.net](http://bradley.leapfile.net)

BU ID# \_\_\_\_\_

### Step 1 - Student Information

\_\_\_\_\_ XXX – XX- \_\_\_\_ \_ \_ \_ \_  
 Last Name First Name MI Social Security Number (last four digits)

\_\_\_\_\_ Date of Birth  
 Home Address

\_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
 Home City State Zip Area Code Phone Number

\_\_\_\_\_ Student Email Address Parent Email Address

### Step 2 – Family Information

In the chart below include those *in your household* for the 20-21 school year:

If you are a **dependent** student, please list the following:

- Yourself
- Your parent(s) in your household (including a stepparent)
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2020, through June 30, 2021, or if the other children would be required to provide parental information if they were completing a FAFSA for 2020-2021. Include children who meet either of these standards, even if a child does 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 that person's support through June 30, 2021

If you are an **independent** student, please list the following:

- Yourself
- Your spouse if you are married
- The student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2020 through June 30, 2021.
- Other people if they now live with the student and the student or spouse provides more than half of the other person's support, and will continue to provide more than half of that person's support through June 30, 2021

Full Name	Age	Relationship	Name of COLLEGE for 2020-21 <small>(attending at least half-time in a degree, diploma or certificate program)</small>	Will be Enrolled at Least Half Time for 20-21 (Yes or No)
		Self	Bradley University	

**Step 3 – Student’s Tax Filing Status – Calendar Year 2018**

\_\_\_\_\_ Student had **no income** in 2018.

\_\_\_\_\_ Student **has used** the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2018 IRS income tax return information into the student’s FAFSA. **Complete the table below and attach documentation\***.

\_\_\_\_\_ Student **has not yet used** the IRS Data Retrieval Tool in *FAFSA on the Web*, but will use the tool to transfer 2018 IRS income tax return information into the student’s FAFSA. **Complete the table below and attach documentation\***.

\_\_\_\_\_ Student is **unable or chooses not to use** the IRS Data Retrieval Tool in *FAFSA on the Web*, but will provide the school with a **signed** copy of the **2018 IRS Federal 1040**. **Complete the table below and attach documentation\***.

\_\_\_\_\_ Student had income in 2018 but **did not file** a federal tax return. **Complete the table below and attach documentation\***.

Provide an IRS Verification of Non-Filing Letter (only if the student is considered **Independent**)

Sources of Income or Employer’s Name	IRS W-2 Provided? *	Amounts earned in 2018

**\* You must provide a copy of all 2018 IRS W-2(s) issued to the student by their employers**

**Step 4 – Parent(s) or Student’s Spouse Tax Filing Status – Calendar Year 2018**

\_\_\_\_\_ Had **no income** in 2018.

Provide an IRS Verification of Non-Filing Letter

\_\_\_\_\_ **Has used** the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2018 IRS income tax return information into the student’s FAFSA. **Complete the table below and attach documentation\***.

\_\_\_\_\_ **Has not yet used** the IRS Data Retrieval Tool in *FAFSA on the Web*, but will use the tool to transfer 2018 IRS income tax return information into the student’s FAFSA. **Complete the table below and attach documentation\***.

\_\_\_\_\_ **Unable or chooses not to use** the IRS Data Retrieval Tool in *FAFSA on the Web*, but will provide the school with a **signed** copy of the **2018 IRS Federal 1040 and applicable schedules**. **Complete the table below and attach documentation\***.

\_\_\_\_\_ Had income in 2018 but **did not file** a federal tax return. **Complete the table below and attach documentation\***.

Provide an IRS Verification of Non-Filing Letter

Sources of Income or Employer’s Name	IRS W-2 Provided? *	Amounts earned in 2018

**\* You must provide a copy of all 2018 W-2(s) issued to the parent or spouse by their employer**

**Step 5 – Certification:** By signing I certify that all of the information reported is correct. A hand written signature, not typed, is required:

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent signature (or student spouse’s signature if married)

\_\_\_\_\_  
Date

**WARNING:** If you purposely give false or misleading information, you may be fined, sent to prison, or both.