

Please complete this verification only if you have been requested to do so by the DBU Office of Financial Aid. Complete and submit to our office as soon as possible so that your financial aid will not be delayed. Your financial aid cannot be posted until this form has been processed.

Your 2021-22 *Free Application for Federal Student Aid* (FAFSA) was selected for review in a process called "Verification." In this process, the school will be comparing information from your application against data received from the Internal Revenue Service (IRS) based on your and your spouse's 2019 IRS Transcript, W-2 forms, or other financial documents. The law says we have the right to ask you for this information before awarding federal financial aid. If there are differences between your application information and your financial documents, the school may need to make corrections electronically to your FAFSA application.

What you should do:

1. Access your FAFSA online and utilize the IRS Data Retrieval tab at the top of the page within the Financial Information section, then submit your corrected FAFSA to DBU. If you use the Data Retrieval tool, please disregard Step 2.
2. Collect your and your spouse's financial documents (request an IRS Transcript from 800-908-9946 or online at <https://www.irs.gov/individuals/get-transcript>. Please provide copies of W-2 forms, 1099 forms, etc.
3. Complete and **sign** this worksheet.
4. Submit the completed worksheet, 2019 IRS Transcripts, and any other documents to the DBU financial aid office.

Please follow directions carefully and call our office if you have questions about completing this worksheet.

A. Student Information (fill out completely)

Last Name	First Name	Middle Initial	Student ID
Address	Apt. #	Date of Birth	Alternative Phone Number
City	State	Zip	Email Address

B. Family Information

List below the people in **YOUR** household including:

- Yourself **and** your spouse, if you have one, and
- Your children, **if you will provide more than half of their support** from July 1, 2021 through June 30, 2022, even if they do not live with you, **and**;
- Other people, including parents, if they now live with you and you provide more than half of their support **and will continue to provide more than half of their support through June 30, 2022.**

Write the names of **all household members** in the space(s) below. Also write in the name of the college for any household member, **excluding your spouse**. If you need more space, attach a separate page.

Full Name	Age	Relationship	College for 2021-2022*
Student's Name		Self	Dallas Baptist University

* Indicate others in college only if they will attend at least half time in 2020-2021 and in a program that leads to a college degree, diploma, or certificate.

