



STANDARD VERIFICATION WORKSHEET 2021-22

Your 2021-22 FAFSA was selected by the U.S. Department of Education for a review process called "Verification." Under the financial aid program rules (34 CFR, Part 668), we are required to review the requested information and make necessary corrections. Please complete both sides of this form and submit all necessary signatures. Please note, this form will be returned and/or aid processing delayed if not fully completed.

1. STUDENT INFORMATION

Last name	First Name	M.I.	RMU ID
Address (include apt. no.)			
Preferred Phone		Preferred Email	

2. HOUSEHOLD INFORMATION

In the chart below, please list all household members, including parent/step-parent (if dependent), who fit the criteria outlined below. In addition, indicate which household members will be enrolled in college at least half-time (six or more credits) and where they will be attending during the 2021-22 academic year. If you need more space, please attach a separate page.

Carefully read the following directions before completing the chart:

Dependent Student: Write the name, age and relationship to **YOU (THE STUDENT)** of all the people your parent(s) will support between July 1, 2021 and June 30, 2022. Include in your household:

- Yourself, even if you do not currently live with your parent(s)
- Your parent(s) (including step-parent)
- Your parent's other children, if your parent(s) will provide more than half of their support, even if they do not live in the household.
- Other people, if they will live with your parent(s), and your parent(s) will provide more than half of their support and will continue to provide more than half of their support during the year.

Independent Student: Write the name, age, and relationship to **YOU (THE STUDENT)** of all the people you (and your spouse) will support between July 1, 2021 and June 30, 2022. Include in your household:

- Yourself
- Your spouse, if married
- Your children, if you provide or will provide more than half of their support
- Other people, if they live with you and you provide more than half of their support and will continue to provide more than half of their support during the year.

NOTE: Incomplete forms will be returned for completion.

Full Name	Age	Relationship	College attending at least half time in 2021-22
		Self	RMU

3. INCOME INFORMATION

PLEASE READ CAREFULLY: For TAX FILERS, the easiest and preferred way to verify income is by utilizing the **IRS Data Retrieval Tool (IRS DRT)** during FAFSA completion. If you did not use the IRS DRT initially, re-visit FAFSA.GOV to utilize the tool and re-submit the FAFSA. This should be done for the student, parents (if dependent) and/or a spouse (if married).

Alternate Documentation: If you are unable or unwilling to use the IRS Data Retrieval Tool (IRS DRT), you must submit one of the following:

- A SIGNED copy of your 2019 Federal 1040 Tax Return, with all applicable schedules 1, 2 and/or 3.
- Federal Tax Return Transcript, which can be obtained at IRS.GOV/get-transcript.

Student Section:

Did you, the student, file a 2019 federal tax return? Yes No

If YES, select one of the following options:

- The IRS DRT was used on the initial FAFSA submission (preferred method).
- I re-visited the FAFSA to utilize the IRS DRT option and re-submitted on _____ DATE _____.
- The IRS DRT was not used. Instead, alternate income verification documentation is attached (see above).

If NO, select one of the following options:

- I had no earnings from work in 2019.
- I had earnings from work in 2019, however, was not required to file a 2019 federal tax return.
(You MUST complete chart below and attach all 2019 W-2 forms)

Amount Earned	Employer

NOTE: Independent students, who are non-tax filers, must also submit a Verification of Non-filing Letter. To obtain, visit IRS.GOV/get-transcript: Click *Get Transcript Online* or *Get Transcript by Mail* and follow the system prompts.
*Dependent students can skip this step.

Parent Section (If Dependent):

Did you, the parent(s), file a 2019 federal tax return? Yes No

If YES, select one of the following options:

- The IRS DRT was used on the initial FAFSA submission (preferred method).
- I/we re-visited the FAFSA to utilize the IRS DRT option and re-submitted on _____ DATE _____.
- The IRS DRT was not used. Instead, alternate income verification documentation is attached (see above).

If NO, select one of the following options:

- I/we had no earnings from work in 2019.
- I/we had earnings from work, however, was not required to file a 2019 federal tax return.
(You MUST complete the chart below and attach all 2019 W-2 forms)

Parent Name	Amount Earned	Employer

NOTE: Non-tax filers must also submit a Verification of Non-filing Letter. To obtain, visit IRS.GOV/get-transcript: Click *Get Transcript Online* or *Get Transcript by Mail* and follow the system prompts.

4. CERTIFICATION

By signing below, I (we) certify that all the information reported to qualify for Federal student aid is complete and accurate. If the student is dependent, both parent and student MUST sign. Electronic signatures cannot be accepted.

Student Date

Parent (if dependent) Date



Verification Form Identity & Statement of Educational Purpose 2021-22

Your 2021-22 FAFSA was selected for verification of Identity and Educational Purpose. To fulfill this requirement, you must complete the front and back of the form in person at the Financial Aid Office. A valid government issued form of identification will be required. You are also required to submit proof of high school completion.

If you are unable to complete this form in person, please provide the following to the Financial Aid Office:

- Copy of a government-issued photo identification, such as driver’s license, passport, or military ID
- This original form completed in the presence of a notary public (see reverse side)
- Proof of high school completion (see instructions on back)

STUDENT INFORMATION

Last name	First Name	RMU ID
Address (include apt. no.)		Date of Birth
City	State	ZIP Code
		Phone Number

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational Purpose and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Robert Morris University for 2021-22.

Print Name _____ Date _____

Student Signature _____ RMU ID# _____

Notary Certificate of Acknowledgment

This section MUST be completed if you are unable to sign the Statement of Educational Purpose in front of an RMU Financial Aid staff member

State of _____ City/County of _____ on _____,

before me, _____, personally appeared

Name of Notary Public

_____, and provided to me on the basis of satisfactory evidence of

Printed Name of Signer

identification _____ to be the above-named persona who signed the

Type of ID Provided

foregoing instrument.

Witness my hand and official seal
(seal)

Signature of Notary Public

Commission expires on _____

IMPORTANT: You must also provide acceptable proof that you have completed high school. Please attach the necessary documentation with this form.

Proof of High School Completion may include:

- A copy of your high school diploma
- A copy of your final high school transcript which includes a completion date
- A copy of your GED certificate or transcript
- Alternative documentation, if the options listed above are not available (contact the Financial Aid Office for clarification of acceptable alternative documentation)

CERTIFICATION

By signing below, I certify that all of the information reported to qualify for Federal student aid is complete and accurate.

Student Signature

Date

Do Not Write Below This Line

FOR OFFICE USE ONLY

If student appeared in person, to be completed by a member of the Financial Aid staff:

FINANCIAL AID STAFF:

SIGNATURE:

DATE STUDENT APPEARED IN PERSON: