

# 2020-2021

# V1 Worksheet

## STEP 1 – STUDENT INFORMATION

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Last Name
First Name
Last 4 Digits of Spelman ID Number

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## STEP 2 – FAMILY INFORMATION

If you are a **Dependent student**, include:

- Yourself
- Your parent(s) (including step-parents or unmarried parents living together)
- Your parent(s) other dependent children if a) your parent(s) will provide more than half of their support from July 1, 2019 through June 30, 2020, or b) the children will be required to provide parental information when applying for Federal Student Aid
- Other people only if they now live in your parent(s) household and your parent(s) will provide more than half of their support from July 1, 2019 through June 30, 2020

If you are an **Independent student**, include:

*(You are only independent if you are married, or have children that you support, or 24 years of age or older, or active military duty, or documented orphan/ward of the court.)*

- Yourself
- Your spouse (if you are married)
- Your children if you will provide more than half of their support from July 1, 2019 through June 30, 2020
- Other people only if they live in your household and you provide more than half of their support and will continue to do so from July 1, 2019 through June 30, 2020

Full Name	Age	Relationship	Name of College/Degree Program <small>{If at least half-time 2020-2021 Do <u>not</u> include parent(s) college}</small>
		<i>Self</i>	<i>Spelman College</i>

## STEP 3 – SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) BENEFITS FOR 2018

Were you eligible to receive SNAP benefits during the calendar year 2018?

\_\_\_\_\_ **YES... Attach documentation from SNAP** (not your card) showing that you qualified for the benefit during the calendar year **2018**. Continue to STEP 4

\_\_\_\_\_ **NO...** Continue to STEP 4

**STEP 4 – STUDENT IRS TAX RETURN TRANSCRIPT & INCOME INFORMATION – CALENDAR YEAR 2018**

**\*NOTE:** To request a Tax Return Transcript, go online to [www.IRS.gov](http://www.IRS.gov), to download a pdf copy or call 1-800-908-9946.

We cannot accept a signed copy of the 1040/A/EZ returns nor the 'account transcript'.

Are you or will you be required to file a 2018 Federal Income Tax Return? **If you made over \$10,400, you are required to file a tax return.**

\_\_\_\_\_ **YES**...Attach a copy of a Federal Tax Return Transcript from the IRS (not a copy of Federal 1040/A Tax Form filed) and continue to STEP 5.

\_\_\_\_\_ **NO**...Complete the table below and attach copies of **ALL Student 2018 W-2 forms** and continue to STEP 5.

Source of Income --- (Fill out ONLY if you did NOT file taxes)	Amount Earned in 2018

**STEP 5 – SPOUSE OR PARENT IRS TAX TRANSCRIPTS & INCOME INFORMATION – CALENDAR YEAR 2018**

**\*NOTE:** To request a Tax Return Transcript, go online to [www.IRS.gov](http://www.IRS.gov), to download a pdf copy or call 1-800-908-9946.

We cannot accept a signed copy of the 1040/A/EZ returns nor the 'account transcript'.

Are you or will you be required to file a 2018 Federal Income Tax Return? **If you made over \$10,400, you are required to file a tax return.**

\_\_\_\_\_ **YES**...Attach a copy of a Federal Tax Return Transcript from the IRS (not a copy of Federal 1040/A Tax Form filed), and continue to STEP 6.

\_\_\_\_\_ **NO**...Complete the table below and **attach copies of ALL 2018 W-2 forms** and request '**Verification of Non Filing Status**' from the IRS and continue to STEP 6 (you may also be required to submit additional income verification).

Source of Income --- (Fill out only if you did NOT file taxes)	Amount Earned in 2018

**STEP 6 – CHILD SUPPORT PAID – CALENDAR YEAR 2018**

Did you **pay** child support because of divorce or separation during the calendar year 2018? (Do not include support for children included in household size in STEP 2)

\_\_\_\_\_ **YES**...Complete the table below and attach copies of proof of amount paid, then continue to STEP 7.

\_\_\_\_\_ **NO**...Continue to STEP 7.

Amount of Child Support Paid	Name of Who Child Support Was Paid To	Name of Child Paying Support For

**STEP 7 – CERTIFICATION: By signing this worksheet, I certify all the information reported is complete and correct:**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (If student is dependent) / Spouse Signature (If student is married)

\_\_\_\_\_  
Date