

Please upload all documents using the Document Upload through your MySSU account. Instructions how to upload documents may be found on the Student Business Center website at <http://www.shawnee.edu/offices/student-business-center/>. You may also mail your information to Shawnee State University, Financial Aid Office, 940 Second Street, Portsmouth, Ohio 45662 or fax to 740.351.3435. Please do not email any documents.

### Student Information

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Name		Student ID		
Address (include Apt. Number)		Date of Birth		
City	State	Zip	Phone Number (include area code)	

### Family Information (check one)

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- Independent Students:** List the people in your household, include: (A) yourself and your spouse if you are married; (B) your children, if you will provide more than half of their support from July 1, 2019 through June 30, 2020; (C) other people 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 from July 1, 2019 through June 30, 2020.
- Dependent Students:** List the people in your parents' household, include: (A) yourself and your parent(s) (including stepparent) even if you don't live with your parents; (B) your parents' other children, even if they don't live with your parent(s), if your parents will provide more than half of their support from July 1, 2019 through June 30, 2020 or the children would be required to provide parental information when applying for Federal Student Aid; (C) other people if they now live with your parents, and your parents provide more than half of their support and will continue to provide more than half of their support from July 1, 2019 through June 20, 2020.

**List the names and ages of all household members in the space below.**

If any household members will be attending college at least half-time between July 1, 2019 and June 30, 2020, and will be enrolled in a degree or certificate program, include the name of the college.

*If more space is needed, attach a separate page with the student's name and student ID at the top.*

Full Name	Age	Relationship	*College	*Will be Enrolled at Least Half Time
<i>Marty Jones (example)</i>	28	Wife	Central University	Yes
		SELF		

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Please visit the Financial Aid website's FAFSA verification link if the student or parent has been granted a filing extension by the IRS, filed an amended IRS income tax return, or were victims of IRS identity theft. *If documentation is not submitted, verification will not be completed.*

### **Student and Spouse (if married) Tax and Income Information**

Check the box that applies (check only one):

**Tax Filers:**

- The student and spouse (if married) has filed taxes and will provide a 2017 tax return transcript or complete the IRS Data Retrieval tool in FASFA on the web.

**Non-tax Filers:** *Independent students: Please request and submit a verification of Non-Filing letter from the IRS.*

- The student and/or spouse was not employed and had no income earned from work in 2017.
- The student and/or spouse was employed in 2017 and has listed below the names of all the student's employers, the amount earned from each employer in 2017, and whether an IRS W-2 form is attached. Attach copies of all 2017 IRS W-2 forms issued to the student and/or spouse by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and student ID at the top.*

Employer's Name	2017 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000.00 (example)	Yes (example)

### **Parent Tax and Income Information**

Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

Check the box that applies (check only one):

**Tax Filers:**

- The parent(s) has filed taxes and will provide a 2017 tax return transcript or complete the IRS Data Retrieval Tool in FASFA on the web.

**Non-tax Filers:** *Parents included on FASFA will need to request and submit a verification of Non-Filing letter from the IRS.*

- The parent(s) was not employed and had no income earned from work in 2017.
- The parent(s) was employed in 2017 and has listed below the names of all the parent's employers, the amount earned from each employer in 2017, and whether an IRS W-2 form is attached. Attach copies of all 2017 IRS W-2 forms issued to the parent(s) by employers. *List every employer even if they did not issue an IRS W-2 form. Also, please provide a statement of non-filing from the IRS. If more space is needed, attach a separate page with the student's name and student ID at the top.*

Employer's Name	2017 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000.00 (example)	Yes (example)

### **Sign this Worksheet**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and at least one parent must sign and date. **WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date