



**Financial Aid Office**  
 109 University Square  
 Erie, Pennsylvania 16541-0001  
 (814) 871-7337 • toll free 1.800.GANNON-U  
 Fax (814) 871-5826

**DEPENDENT STUDENT**

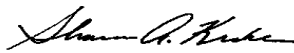
\_\_\_\_\_ & Parent \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Your FAFSA was selected for a review process called “Verification.” According to Federal Regulations (34CFR, Part 668), we are required to verify the information you provided on the FAFSA. **Your 2018-2019 financial aid will not be processed until you submit all the items checked below:**

- \_\_\_\_\_ 1. Your **parent** must request a Return Transcript of **their** Federal Income Tax form for 2016 from the Internal Revenue Service (see enclosure for instructions).  
***Note:** Residents of the Virgin Islands or Puerto Rico are unable to utilize the IRS Data Retrieval Tool. You must request a Return Transcript from your local IRS office*  
**If your parent did not file a 2016 Tax return with the IRS we will need a Verification of Non-filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2017**
- \_\_\_\_\_ 2. A copy of your **parent(s)** W2(s), K-1 form(s), and/or Schedule C for 2016.
- \_\_\_\_\_ 3. **You** must request a Return Transcript of **your** Federal Income Tax form for 2016 from the Internal Revenue Service (see enclosure for instructions).  
***Note:** Residents of the Virgin Islands or Puerto Rico are unable to utilize the IRS Data Retrieval Tool. You must request a Return Transcript from your local IRS office*
- \_\_\_\_\_ 4. A copy of **your** W2(s), K-1 form(s), and/or Schedule C for 2016.
- \_\_\_\_\_ 5. The enclosed 2018-2019 Dependent Verification Worksheet completed and signed by the student and at least one parent.
- \_\_\_\_\_ 6. The enclosed 2018-2019 Additional Income Information Form completed and signed by the student and at least one parent.
- \_\_\_\_\_ 7. The enclosed Statement of Educational Purpose completed and signed by the student.
- \_\_\_\_\_ 8. Other: \_\_\_\_\_

**Options to return all requested documents:**  
**Fax to Gannon’s Financial Aid Office at 814-871-5826**  
**Email to [turner016@gannon.edu](mailto:turner016@gannon.edu)**  
**Mail in the enclosed postage–paid return envelope**

Gannon ID \_\_\_\_\_

Sharon Krahe  
  
 Director of Financial Aid