



Dependent Special Conditions

Academic Year 2019-2020

The Department of Education recognizes that special conditions may exist for families who have suffered major reductions in income for various reasons between 2018 and 2019. For those families, the 2017 tax return does not accurately reflect the current financial status. If your family’s income has been significantly reduced, you should complete this form, attach documentation and return it to the Financial Assistance Office for further consideration of your 2019-2020 eligibility for aid. You must be sure to **provide copies of all documentation requested.** Incomplete forms will NOT be evaluated.

A. Student Information

Student Last Name

Student First Name

Student M.I.

Student CU ID Number

Student Date of Birth

Student CU Email Address

Student Phone Number

B. Explanation of Reduced Income

Provide a short explanation detailing all reasons your family’s income has been reduced. Attach additional pages if necessary.

Lined area for providing an explanation of reduced income.

C. Expected Income for 2019

Complete the tables below using estimated income amounts for 2019. List the totals for ALL income sources that you and/or your parents(s) have received OR expect to receive from 1/1/2019 THROUGH 12/31/2019. If zero, enter zeros.

Taxable Income	Parent 1	Parent 2	Student
Wages/Salary/Tips/Severance Pay			
Alimony			
Unemployment Benefits			
Pensions/Annuities			
Interest/dividends/capital gains			
Business/Farm Income			
Income received from rents after expenses paid for mortgage interest, taxes, and insurance			
Other (please describe)			
TOTAL TAXABLE INCOME:			

Nontaxable Income	Parent 1	Parent 2	Student
Child Support			
Social Security/Disability/Retirement/VA Benefits			
Worker's Compensation			
Untaxed portions of IRA/Pensions/Annuities			
Other (please describe)			
TOTAL NONTAXABLE INCOME:			

D. Documentation

Complete or attach the following documentation. **YOUR REQUEST CANNOT BE REVIEWED UNLESS ALL DOCUMENTATION IS SUBMITTED.**

1. A Dependent Verification Form (see attached) and any subsequent documentation requested on the form (i.e. Tax Return Transcript, W-2's).
2. Signed statements to support your family's Explanation of Reduced Income. This can include statements from an employer indicating last date of employment, a DD214, a death certificate, letters from counselors, or other third party documentation. **Statements must be on professional letterhead.**
3. Documentation supporting your family's Expected Income for 2019 (i.e. paystubs, etc).

Student ID:

E. Certification and Signatures

By signing this form, I certify that all the information reported is complete and correct.

Student Signature

Date

Parent Signature

Date

Submit completed form and required documents to:
Office of Financial Assistance
Cameron University – North Shepler 301
2800 West Gore Blvd
Lawton, OK 73505-6320
FAX: 580-581-2556 | EMAIL: financialaid@cameron.edu



DEPENDENT STUDENT VERIFICATION WORKSHEET

Academic Year 2019-2020

Your 2019-2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Per Federal Regulation, we are required to confirm the information you reported on your FAFSA. We will compare the data on your FAFSA with the information on this worksheet and with any other required documents. If there are discrepancies, the Office of Financial Aid may contact you for further clarification or additional documentation in order to make corrections.

You and your parent(s) must complete and sign this worksheet, attach any required documents, and submit the form to our office. VERIFICATION CANNOT BE COMPLETED AND FINANCIAL AID CANNOT BE AWARDED UNTIL ALL NECESSARY DOCUMENTATION HAS BEEN RECEIVED AND VERIFIED BY OUR OFFICE.

A. Dependent Student Information

Student Last Name	Student First Name	Student M.I.	Student CU ID Number
Student Street Address			Student Date of Birth
City	State	Zip Code	Student CU Email Address
Student Primary Phone Number		Student Alternate Phone Number	

B. Dependent Student Household Information

Use the first line to record your full name and age, and then list additional people in your household below. Include:

- Yourself and your parent(s) (including a step-parent) even if you don't live with your parent(s).
- Your parent(s)' other children, if your parent(s) will have provided more than half of their support from July 1, 2019 through June 30, 2020, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) will have provided more than half of their support from July 1, 2019 through June 30, 2020.
- The name of the college if any additional household member is, or will be, enrolled at least half-time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2019 and June 30, 2020.

If more space is needed, attach a separate page including your name and ID number.

Full Name	Age	Relationship	College (if applicable)
		<i>Self</i>	<i>Cameron</i>

C. Dependent Student’s Income Information

*** STUDENT TAX FILERS ONLY ***

ONLY COMPLETE THIS SECTION IF you filed an IRS 2017 Federal Income Tax Return.

The best way to verify income is by using the **IRS Data Retrieval Tool** (IRS DRT) through the FAFSA on the web at FAFSA.gov. In *most* cases, no further documentation will be needed if you use the IRS DRT and do not change any information.

If you are unable to use the IRS DRT, you must submit a copy of your **2017 Tax Return Transcript** or a SIGNED copy of your 2017 Tax Return. A tax return transcript can be obtained:

- Online – <https://www.irs.gov/individuals/get-transcript>
- By mail – call 1-800-908-9946 or send a 4506-T form

Check the box that applies:

- I have used the IRS DRT to transfer my 2017 Federal Income Tax Return Information*
- I have attached my 2017 Tax Return Transcript or a signed copy of my 2017 Tax Return*

NOTE: If an amended 2017 tax return was filed, you must also submit a SIGNED copy of the 1040x that was filed.

*** STUDENT TAX NON-FILERS ONLY ***

ONLY COMPLETE THIS SECTION (steps 1-4) IF you did not file and were not required to file an IRS 2017 Federal Income Tax Return.

1. Check the box that applies:

- I was not employed and had no income earned from work in 2017. (Proceed to step 4)*
- I was employed in 2017.*

2. List below the name of all employers, amount earned from each employer, and whether a W-2 form is attached.

List every employer even if they did not issue a W-2 form. If more space is needed, attach a separate page including your name and ID number.

Employer’s Name	Annual Amount Earned in 2017	IRS W-2 Attached?
<i>EXAMPLE: Suzy’s Auto Body Shop</i>	<i>\$2,000.00</i>	<i>Yes</i>

3. Attach copies of all W-2 forms.

Student ID:

D. Parent(s)' Income Information

*** PARENT TAX FILERS ONLY ***

ONLY COMPLETE THIS SECTION IF you (and, if married, your spouse) filed an IRS 2017 Federal Income Tax Return.

The best way to verify income is by using the **IRS Data Retrieval Tool** (IRS DRT) through the FAFSA on the web at FAFSA.gov. In *most* cases, no further documentation will be needed if you use the IRS DRT and do not change any information.

If you are unable to use the IRS DRT, you must submit a copy of your **2017 Tax Return Transcript** or a SIGNED copy of your 2016 Tax Return. A tax return transcript can be obtained:

- Online – <https://www.irs.gov/individuals/get-transcript>
- By mail – call 1-800-908-9946 or send a 4506-T form

Check the box that applies:

- I have used the IRS DRT to transfer my 2017 Federal Income Tax Return Information
- I have attached my 2017 Tax Return Transcript or a signed copy of my 2017 Tax Return

NOTE: If an amended 2017 tax return was filed, you must also submit a SIGNED copy of the 1040x that was filed.

*** PARENT TAX NON-FILERS ONLY ***

ONLY COMPLETE THIS SECTION (steps 1-4) IF you (and, if married, your spouse) did not file and were not required to file an IRS 2017 Federal Income Tax Return.

1. Check the box that applies:

- I (and my spouse, if married) was not employed and had no income earned from work in 2017. **(Proceed to step 4)**
- I (and/or my spouse, if married) was employed in 2017.

2. List below the name of all employers, amount earned from each employer, and whether a W-2 form is attached.

List every employer even if they did not issue a W-2 form. If more space is needed, attach a separate page including your name and ID number.

Employer's Name	Annual Amount Earned in 2017	IRS W-2 Attached?
<i>EXAMPLE: Suzy's Auto Body Shop</i>	<i>\$2,000.00</i>	<i>Yes</i>

3. Attach copies of all W-2 forms.

4. Attach a Verification of Non-Filing Letter from the IRS. If you are unable to obtain a letter from the IRS, you may submit the Dependent Student Verification of Non-Filing Statement. A Letter of Non-Filing can be obtained:

- Online – <https://www.irs.gov/individuals/get-transcript>
- By mail – call 1-800-908-9946 or send a 4506-T form

E. Certifications and Signatures

Each person signing this form certifies that all the information reported is complete and correct. Both the student and one parent must sign and date.

Student Signature

Date

Parent Signature

Date

Submit completed form and required documents to:
Office of Financial Assistance
Cameron University – North Shepler 301
2800 West Gore Blvd
Lawton, OK 73505-6320
FAX: 580-581-2556 | EMAIL: financialaid@cameron.edu