

Verification Statement Example

STUDENT STEPS

Student creates a Dynamic Forms account with her email address, logs in and completes these steps:

- 1) Student provides parent email address (which must be different than the email address the student used to create her account) and then click “continue”

Instructions



Dear Student,

Before you are sent to your online form, you must first provide your parent's contact information. After you complete the *student* portions of the online form your parent will then receive an email inviting them to complete the *parent* portions and electronically sign the form.

1. Enter your parent's name email address below.
 - Double-check to be sure you enter the correct email address for your parent. After you submit the form you will not be able to go back and correct the email address.
2. Click "Continue" to begin completing the *student* sections of the form.
 - Once you submit the form you will be unable to go back and correct the information you submitted. If you are unsure of an answer click on "save progress", leave the form and find the information you need, then log back into the form.
 - If you have W2 forms, have them ready to upload to this form.

Note that you will only be completing the *student* sections of this form. Your parent will later complete the *parent* information.

Thank you!

Financial Aid Office
141 Le Mans Hall
Notre Dame, IN 46556

(574) 284-4557
(866) 502-7788 toll free
finaid@saintmarys.edu

Form Participants

Parent		
First Name	Last Name	Email

Continue

- 2) Student completes Step 1 and Step 2 under the “Student Section” then clicks “next”. Note that if the student is required to upload a document (such as W2s) clicking the “next” button will NOT bring the student to the next page. The student will not be able to proceed until after the document has been uploaded.

VERIFICATION STATEMENT *Dependent Student*

FINANCIAL AID OFFICE



Student Name: *Kathleen Brown

Student ID: *990123456

Student Section

STUDENTS Complete Steps 1, 2 and 6

Step 1: Student's Tax Filing Status – Calendar Year 2016

Have you filed or will you be required to file a 2016 U.S. Federal Income Tax Return?

*[No, but I had some earnings from work.]

Please attach a copy of all of your wage statements for 2016. If you have NO W2 wage statements, please complete the table below.

*Choose File No file chosen

Upload all W2's: Files over 25 MB will not be accepted

Employer's Name	2016 Amount Earned
*Babysitting	*\$ 750.00

Step 2: Other Income Information – Calendar Year 2016

Please report all applicable ANNUAL income information for the parent(s) and student below for the calendar year 2016.

Please indicate \$0.00 in any field that does not apply.

Taxable student grant and scholarship aid reported to the IRS in your Adjusted Gross Income (Only include an amount here if you reported the aid on your tax return and paid income tax on the aid).	*\$ 0.00
Veterans' non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances.	*\$ 0.00
Other untaxed income not reported elsewhere (e.g., workers' compensation, disability, etc.) Do NOT include combat pay.	*\$ 0.00
Money received or paid on your behalf (e.g., bills), not reported elsewhere on this form.	*\$ 0.00

Parent Section

PARENTS Complete Steps 3, 4, 5 and 6

Step 3: Parent's Tax Filing Status – Calendar Year 2016

Have you filed or will you be required to file a 2016 U.S. Federal Income Tax Return?

*[-- Please Select --]

Save Progress

Next

This section will be grayed-out and the student will NOT be able to answer this question

- 3) The student will see the continuation of the Parent Section, then the “Student and Parent Signature Section”. Again, **this section will be grayed-out and the student will NOT be able to provide answers to the questions.** The student simply needs to click “next”

Parent Section continued

Step 4: Household Information - the chart below must include the following, if applicable:

• Saint Mary's Student

• Parents

o If parents are divorced or separated and as of today and do not live together, answer the questions only about the parent who provided more than half of the financial support during the past 12 months.

o If parents are not married to each other but live together, answer the questions about both of them. o If a parent is remarried as of today, answer the questions about that parent and his or her spouse.

• Parents other children if parents will provide more than half of their financial support from July 1, 2018 through June 30, 2019.

• Other people only if they live with the parents and the parents provide more than half of their financial support and will continue to do so from July 1, 2018 through June 30, 2019.

Full Name	Age	Relationship to Student	Year in College (Freshman, etc.)	Name of College or University	Degree Seeking (BA, BS, etc.)
		Self		Saint Mary's College	
		Parent			

Step 5: Other Income Information – Calendar Year 2016

Please report all applicable ANNUAL income information for the parent(s) and student below for the calendar year 2016.

Please indicate \$0.00 in any field that does not apply.

Parent(s)	
	Child support PAID to another household during 2016. Do not include support paid for children listed in Step 1 on the first page of this form.
	Child support you RECEIVED for all children. Do not include foster care or adoption payments. Report the amount you received for the year, not the monthly amount.
	Taxable student grant and scholarship aid reported to the IRS in your Adjusted Gross Income (Only include an amount here if you reported the aid on your tax return and paid income tax on the aid).
	Combat pay that was taxable and included in your adjusted gross income.
	Food, housing and living allowances paid to members of the clergy.
	Food and other living allowances paid to members of the military (including cash payments and cash value of benefits).
	Veterans' non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances.
	Other untaxed income not reported elsewhere (e.g., workers' compensation, disability, etc.) Do NOT include combat pay.

Student and Parent Signature Section

Step 6: Certification and Signatures

By electronically signing this form, we (Student and Parent) certify that all of the information reported on this statement, and all other documents we have submitted in order to qualify for federal, state, and institutional financial assistance, is true and complete to the best of our knowledge.

Saint Mary's College Financial Aid Office
141 Le Mans Hall
Notre Dame, IN 46556
Phone: (574) 284-4557
Fax: (574) 284-4518
Email: fnaid@saintmarys.edu

If we do not receive the following by April 1, 2018, financial aid packages will not be sent before tuition bills are emailed to students in July. The items needed by April 1 include:

- This form
- All 2016 W2 wage statements and/or Schedule C forms and/or 1098 K-1 statements
- IR3 data retrieval or 2016 IR3 Tax Return Transcripts for both the parent and student
- If parents indicate that they did not file income taxes, they may also be asked to provide IR3 Verification of Non-filing Letter

4) Student provides her electronic signature and clicks on “Sign Electronically”

Electronic Signature

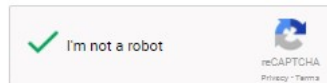
Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the “Sign Electronically” button to save your information and submit your electronic signature.

Kathleen

Brown



[Previous](#)

[Sign Electronically](#)

If you decide to **not** sign this form electronically by clicking on *Opt out and print below*, please:

1. Print the form
2. Make sure the form is complete
3. Sign the form
4. Mail, email or fax the completed form to the Financial Aid Office. Our email and fax information is listed below.

Thank you,

Financial Aid Office
141 Le Mans Hall
Notre Dame, IN 46556

(574) 284-4557
(866) 502-7788 toll free
(574) 284-4818 fax
finaid@saintmarys.edu
[Opt out and print](#)

The student sees a confirmation that her portion of the form was completed.



Thank you for completing your portion of the *Verification Statement - Dependent Student*. If you electronically signed the form it will be forwarded to your parent(s) for their review and signature.

If you opted-out of electronically signing the form remember to print the form and forward it to your parent so they can complete their portion of the form.

Financial Aid Office
141 Le Mans Hall
Notre Dame, IN 46556

(574) 284-4557
(866) 502-7788 toll free

[View Form PDF](#)

PARENT STEPS

1) Parent receives an email with a link to the form. Parent clicks on the link

Please complete the parent sections of the Verification Statement for Kathleen Brown



finaidforms@saintmarys.edu

Today, 8:57 AM

You ↗



Kathleen Brown Has completed the student sections of the *Verification Statement - Dependent Student* and she now needs you to complete the parent sections of this form.

[Click here to complete your section of the form.](#)

If you think your daughter entered information on the form incorrectly, click the *reject* button at the bottom of the page. You will then be able to send the form back to your daughter so that she can correct the form.

If you have questions about how to complete this form, please contact the Financial Aid Office.

Sincerely,

Financial Aid Office
141 Le Mans Hall
Notre Dame, IN 46556
(574) 284-4557
(866) 502-7788 *toll free*
finaid@saintmarys.edu

- 2) **If the parent already has a Dynamic Forms account**, the parent will use his/her username and password to log in and will then be brought to the Verification Statement the student already started

The screenshot shows a 'Log In' form with a grey header. Below the header, it says 'Sign in to complete the **Verification Statement - Dependent Student** form as requested by Saint Mary's College.' There are two input fields: 'User Name' and 'Password'. Below these is a large grey button labeled 'Log In'. At the bottom, there are three links: 'Create New Account', 'Forgot User Name?', and 'Forgot Your Password?'.

If the parent already has an account set-up, the parent just needs to enter his/her user name and password then click "Log In"

- 3) **If the parent does not have a Dynamic Forms account yet**,

This screenshot is identical to the one above, showing the 'Log In' form. However, a red arrow points from a text box on the left to the 'Create New Account' link at the bottom of the form.

If the parent does not yet have a Dynamic Forms account, the parent must click on "Create New Account"

- 4) After having an account created, the parent sees the *Verification Statement*, including the answers the student gave when she completed her portion of the form. **The answers the student gave will be grayed-out and parents will not be able to change the information.**

VERIFICATION STATEMENT *Dependent Student*

FINANCIAL AID OFFICE



Student Name: Kathleen Brown

Student ID: 980123456

Student Section

STUDENTS Complete Steps 1, 2 and 6

Step 1: Student's Tax Filing Status – Calendar Year 2016

Have you filed or will you be required to file a 2016 U.S. Federal Income Tax Return?

*No, but I had some earnings from work.

Please attach a copy of all of your wage statements for 2016. If you have NO W2 wage statements, please complete the table below.

Upload all W2's: [*My Fake W2.docx](#)

Employer's Name	2016 Amount Earned
*Babysitting	*\$ 750.00

Step 2: Other Income Information – Calendar Year 2016

Please report all applicable ANNUAL income information for the parent(s) and student below for the calendar year 2016. Please indicate \$0.00 in any field that does not apply.

Taxable student grant and scholarship aid reported to the IRS in your Adjusted Gross Income (Only include an amount here if you reported the aid on your tax return and paid income tax on the aid).	*\$ 0.00
Veterans' non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances.	*\$ 0.00
Other untaxed income not reported elsewhere (e.g., workers' compensation, disability, etc.) Do NOT include combat pay.	*\$ 0.00
Money received or paid on your behalf (e.g., bills), not reported elsewhere on this form.	*\$ 0.00

Parent Section

PARENTS Complete Steps 3, 4, 5 and 6

Step 3: Parent's Tax Filing Status – Calendar Year 2016

Have you filed or will you be required to file a 2016 U.S. Federal Income Tax Return?

-- Please Select --

Save Progress Reject Next

The parent uploads W2s, Schedule Cs, etc. and then clicks "Next"

VERIFICATION STATEMENT *Dependent Student*

FINANCIAL AID OFFICE



Student Name: *Kathleen Brown

Student ID: *980123456

Student Section

STUDENTS Complete Steps 1, 2 and 6

Step 1: Student's Tax Filing Status – Calendar Year 2016

Have you filed or will you be required to file a 2016 U.S. Federal Income Tax Return?

*No, but I had some earnings from work. ▼

Please attach a copy of all of your wage statements for 2016. If you have NO W2 wage statements, please complete the table below.

Upload all W2's: *My Fake W2.docx

Employer's Name	2016 Amount Earned
*Babysitting	*\$ 750.00

Step 2: Other Income Information – Calendar Year 2016

Please report all applicable ANNUAL income information for the parent(s) and student below for the calendar year 2016.

Please indicate \$0.00 in any field that does not apply.

Taxable student grant and scholarship aid reported to the IRS in your Adjusted Gross Income (Only include an amount here if you reported the aid on your tax return and paid income tax on the aid).	*\$ 0.00
Veterans' non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances.	*\$ 0.00
Other untaxed income not reported elsewhere (e.g., workers' compensation, disability, etc.) Do NOT include combat pay.	*\$ 0.00
Money received or paid on your behalf (e.g., bills), not reported elsewhere on this form.	*\$ 0.00

Parent Section

PARENTS Complete Steps 3, 4, 5 and 6

Step 3: Parent's Tax Filing Status – Calendar Year 2016

Have you filed or will you be required to file a 2016 U.S. Federal Income Tax Return?

*Yes. I will attach copies of all my parents W2 wage statements and/or Schedule C forms for 2016 and/or 1065 K-1 statements. ▼

Upload copies of all parent(s) W2 wage statements: Parent Fake W2.docx

Delete file

Upload copies of all parent(s) Schedule C forms for 2016: Parent Second Fake W2.docx

Delete file

Choose File No file chosen

Upload all parent(s) 1065 K-1 statements: Files over 25 Mb will not be accepted

Save Progress

Reject

Next

- 5) The parent completes: the family listing table (listing all the family member she/he will support from July 1, 2018 – June 30, 2019) and the untaxed income table. Then click on “Next”

Parent Section continued

Step 4: Household Information - the chart below must include the following, if applicable:

- Saint Mary's Student
- Parents
 - If parents are divorced or separated and as of today and do not live together, answer the questions only about the parent who provided more than half of the financial support during the past 12 months.
 - If parents are not married to each other but live together, answer the questions about both of them.
 - If a parent is remarried as of today, answer the questions about that parent and his or her spouse.
- Parents other children if parents will provide more than half of their financial support from July 1, 2018 through June 30, 2019
- Other people only if they live with the parents and the parents provide more than half of their financial support and will continue to do so from July 1, 2018 through June 30, 2019.

Full Name	Age	Relationship to Student	Year in College (Freshman, etc.)	Name of College or University	Degree Seeking (BA, BS, etc.)
Kathleen Brown	18	Self	Freshman	Saint Mary's College	Bachelor Degree
Adam Robson	50	Parent	XXXXXX	XXXXXX	XXXXXX
Recky Brown Robson	50	Parent			
Colin Brown	18	Brother			
Diane Robson	50	Sister	Junior	Michigan State	Bachelor Degree

Step 5: Other Income Information – Calendar Year 2016

Please report all applicable ANNUAL income information for the parent(s) and student below for the calendar year 2016. Please indicate \$0.00 in any field that does not apply.

Parent(s)	
\$ 0.00	Child support <u>PAID</u> to another household during 2016. Do not include support paid for children listed in Step 1 on the first page of this form.
\$ 0.00	Child support you <u>RECEIVED</u> for all children. Do not include foster care or adoption payments. Report the amount you received for the year, NOT the monthly amount.
\$ 0.00	Taxable student grant and scholarship aid reported to the IRS in your Adjusted Gross Income. (Only include an amount here if you reported the aid on your tax return and paid income tax on the aid).
\$ 0.00	Combat pay that was taxable and included in your adjusted gross income.
\$ 0.00	Food, housing and living allowances paid to members of the clergy.
\$ 0.00	Food and other living allowances paid to members of the military (including cash payments and cash value of benefits).
\$ 0.00	Veterans' non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances.
\$ 0.00	Other untaxed income not reported elsewhere (e.g., workers' compensation, disability, etc.) Do NOT include combat pay.

Student and Parent Signature Section

Step 6: Certification and Signatures

By electronically signing this form, we (Student and Parent) certify that all of the information reported on this statement, and all other documents we have submitted in order to qualify for federal, state, and institutional financial assistance, is true and complete to the best of our knowledge.

Saint Mary's College Financial Aid Office
141 Le Mans Hall
Notre Dame, IN 46556
Phone: (574) 284-4657
Fax: (574) 284-4618
Email: fnad@stmarys.edu

If we do not receive the following by April 1, 2018, financial aid packages will not be sent before tuition bills are emailed to students in July. The items needed by April 1 include:

- This form
- All 2018 W-2 wage statements and/or Schedule C forms and/or 1099-K-1 statements.
- IRS data retrieval or 2018 IRS Tax Return Transcripts for both the parent and student
- If parents indicate that they did not file income taxes, they may also be asked to provide IRS Verification of Non-filing Letter

Previous Save Progress Next

6) The parent electronically signs and clicks on “Sign Electronically”

Electronic Signature

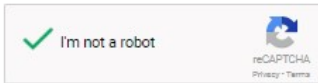
Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the “Sign Electronically” button to save your information and submit your electronic signature.

Adam

Bobson



[Previous](#)

[Sign Electronically](#)

If you decide to **not** sign this form electronically by clicking on *Opt out and print below*, please:

1. Print the form
2. Make sure the form is complete
3. Sign the form
4. Mail, email or fax the completed form to the Financial Aid Office. Our email and fax information is listed below.

Thank you,

Financial Aid Office
141 Le Mans Hall
Notre Dame, IN 46556

(574) 284-4557
(866) 502-7788 toll free
(574) 284-4818 fax
finald@saintmarys.edu
[Opt out and print](#)

The parent then sees a confirmation that the form was completed



Thank you for completing your portion of the *Verification Statement - Dependent Student*.

The Financial Aid Office typically completes the verification review within two weeks after we have received all of the items needed. If more than two weeks pass and your daughter does not hear from us, please contact our office at finald@saintmarys.edu or at the phone numbers listed below. **Remember to have your daughter's student ID number available when you contact our office.**

Financial Aid Office
141 Le Mans Hall
Notre Dame, IN 46556

(574) 284-4557
(866) 502-7788 toll free

[View Form PDF](#)