



VERIFICATION WORKSHEET 2023-2024

Group V5 – Dependent

Important: Read carefully and fully complete each section. If assistance is needed, please contact your financial aid office at your campus. Submit completed worksheet and signed to an authorized Financial Aid personnel.

Section 1: Student General Information

Last Name _____ First Name _____

Last 4 Digits of SSN XXX-XX-_____ Date of Birth _____
Month/Day/Year

Postal Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Email _____

Section 2: Household Members and Number in College

A. Household Members: Skip to **Section 3** - Income Information if:

1. Your household includes only two members and your parent's status is single, divorced, separated or widowed.
2. Your household includes only three members and your parent's status is married or are unmarried and living together.

If not, use the following table to list the parents' household. Include:

1. Yourself (the student), even if you don't live with your parents.
2. Your parents (including a stepparent).
3. Your parents' other children (even if they do not live with your parents) if your parents will provide more than half of their support between July 1, 2023 and June 30, 2024, or if the other children would be required to provide parental information if they were completing a FAFSA for 2023-2024. Include children who meet either of these standards, even if a child does not live with the parents.
4. Other people if they now live with your parents, your parents provide more than half of their support and your parents will continue to provide more than half of their support between July 1, 2023 and June 30, 2024.

B. Number in College: Include the information about any household member, excluding the parents, who 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, 2023, and June 30, 2024, and include the name of the college. If more space is needed, attach a separate page with the student's name and ID number at the top. **(Do not include siblings who are in U.S. military service academies.)**

<u>Household Members</u> Last and First Name	Age	Relationship	<u>Number in College</u> College Name	<u>Will be Enrolled at Least Half Time</u> (Yes or No)	
		Applicant	Select	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

Section 3: Income Information

A. Taxable Income – Check the box for all the categories that apply for you (the student) and your parents (as included in your household). Notify the financial aid office if the parents filed separate IRS income tax returns or an equivalent document for 2021 or had a change in marital status after December 31, 2021.

Taxable income not required to verify/does not apply	Student	Parents
Mark this box and skip to Section 3 – B if: a. You (the student) or your parents received taxable income but did not file a 2021 tax return and are not required to file, according to instructions from the IRS or other relevant tax authority. b. You (the student) or your parents did not generated taxable income.		

Tax Return	Student	Parents
<p>(1) Used the IRS DRT in FAFSA on the Web to transfer 2021 IRS income tax return information into the student’s FAFSA. If you (the student) or your parents filed or will file a 2021 IRS income tax return (s). Note: If the parents filed separate 2021 IRS income tax returns, the IRS DRT cannot be used. The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2021 income information that was transferred into the student’s FAFSA using the IRS DRT if the FAFSA filer did not change that information.</p>		
<p>(2) Unable or choose not to use the IRS DRT in FAFSA on the Web, and instead will provide the school with a 2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules. Note: If you (the student) or your parents filed a 2021 IRS income tax return but will not use the IRS DRT, you must attach a 2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules with this worksheet. For details on how to obtain the tax return transcript refer to Section 6 - 1.</p>		
<p>(3) Attached 2021 Tax Return signed copy with the applicable schedules and W-2. (Non-IRS income tax returns.) Note: A tax filer who filed an income tax return with a tax authority other than the IRS may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.</p>		
<p>(4) Attached copy of filed 2021 1040X with the applicable schedules and W-2. For individuals who filed an amended IRS income tax return for tax year 2021 must provide a signed copy of the 2021 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS or documentation from the IRS that include the change(s) made by the IRS, in addition to one of the following: a. IRS DRT information on an ISIR record with all tax information from the original tax return; b. A 2021 IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; or c. A signed copy of the 2021 IRS Form 1040 and the applicable schedules that were filed with the IRS.</p>		
<p>(5) Oher documents; specify: _____ Note: For details on other acceptable documents refer to Section 6 - 2.</p>		

Section 3: Income Information

B. Non-taxable Income – Check the box for all the categories that apply for you (the student) and your parents (as included in your household). Complete this section if you (the student) and your parents will not file and are not required to file a 2021 income tax return.

Income	Student	Parents
<p>(1) You (the student) or neither of your parents was employed, nor neither had income earned from work in 2021; a. Include your parents 2021 confirmation of non-filing or signed statement. Note: Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2022 that indicates a 2021 income tax return was not filed with the IRS or other relevant tax authority, or a signed statement certifying that the individual attempted to obtain confirmation of non-filing from the IRS or other relevant tax authority and was unable to obtain the required documentation.</p>		
<p>(2) You (the student) or one or both of your parents were employed in 2021 and have listed below the names of all employers, the amount earned from each employer in 2021 and provide a 2021 confirmation of non-filing or signed statement. Use table below to list every employer even if the employer did not issue an IRS W-2 form or an equivalent document. a. Provide copies of all 2021 IRS W-2 forms or an equivalent document issued to you (the student) and parents by their employers. List every employer even if the employer did not issue an IRS W-2 form or an equivalent document. If more space is needed, attach a separate page with the student’s name and ID number at the top. b. Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2022 that indicates a 2021 income tax return was not filed with the IRS or other relevant tax authority, or a signed statement certifying that the individual attempted to obtain confirmation of non-filing from the IRS or other relevant tax authority and was unable to obtain the required documentation.</p>		

Employer’s Name or Source	W-2 or an Equivalent Document Provided? Yes or No		Annual Amount Earned in 2021
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
Total Amount of Income Earned From Work			\$ 0.00

Section 4: Identity and Statement of Educational Purpose**A. Financial Aid Office**

Complete this section only in the presence of the Financial Aid Officer.

Note: If you (the student) is UNABLE to appear in person at the Financial Aid Office, skip to Section 4 - B.

You (the student) must appear in person to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other State-issued ID, or passport.

Statement of Educational Purpose – Financial Aid Office		
I certify that I _____ am the individual signing this		
(Print Student's Name)		
Statement of Educational Purpose and that the Federal student financial assistance I		
may receive will only be used for educational purposes and to pay the cost of attending		
Select	_____ for 2023-2024.	
(Name of Postsecondary Educational Institution)		
_____	_____	_____
Student's Signature	Date	Student's ID Number

The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

Section 4: Identity and Statement of Educational Purpose

B. For use of the Notary – If Section 4 - A was completed skip to Section 5.

Note: This section must be completed only if you (the student) is unable to appear in person at the Financial Aid Office and must be completed in presence of a notary.

If you (the student) is unable to appear in person to verify his or her identity, you (the student) must provide to the institution:

- 1) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver’s license, other State-issued ID, or passport; and
- 2) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

Statement of Educational Purpose – FOR USE OF THE NOTARY

State of _____ City/County of _____ on _____,
(Date)

before me, _____ personally appeared, _____,
(Notary’s Name) (Printed name of signer)

and proved to me because of satisfactory evidence of identification
 _____ to be the above-named person who signed
(Type of unexpired government-issued photo ID provided)

the foregoing instrument.

WITNESS my hand and official seal _____
(Notary Signature)

My commission expires on _____.
(Expiration date)

(Seal)

Section 5: Signatures

If you (the student) purposely give false or misleading information, you (the student) may be fined, sent to prison, or both.

Each person signing below certifies that all of the information reported is complete and correct. You (the student) and one parent whose information was reported on the FAFSA must sign and date.

Student Signature (required) _____ Date _____

Parent Signature (required) _____ Date _____

Section 6: Reference

1. To obtain the tax return transcript, you can use the following options:
 - a. Get Transcript by Mail – Go to www.irs.gov, under the Tools heading, click “Get Your Tax Record.” Click “Get Transcript by Mail.” Make sure to request the “Return Transcript” and **NOT** the “Account Transcript.” The transcript is generally received within 10 business days from the IRS’s receipt of the online request.
 - b. Get Transcript Online – Go to www.irs.gov, under the Tools heading, click “Get Your Tax Record.” Click “Get Transcript Online.” Make sure to request the “Return Transcript” and **NOT** the “Account Transcript.” To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user’s name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS’s two-step authentication.
 - c. Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS’s receipt of the telephone request.
 - d. Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS’s receipt of the paper request form.
2. Other documents; specify:
 - a. **Individuals granted a filing extension by the IRS** – An individual who is required to file a 2021 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2021, must provide:
 - i. A copy of the IRS’s approval of an extension beyond the automatic six-month extension for tax year 2021;
 - ii. Verification of Non-filing (VNF) Letter (confirmation that the tax return has not yet been filed) from the IRS dated on or after October 1, 2022 or a signed statement certifying that the individual attempted to obtain the VNF from the IRS and was unable to obtain the required documentation;
 - iii. A copy of IRS Form W-2 for each source of employment income received or an equivalent document for tax year 2021 and,
 - iv. If self-employed, a signed statement certifying the amount of the individual’s Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2021.

Note: An individual granted a filing extension beyond the automatic six-month extension may be required to submit tax information using the IRS Data Retrieval Tool, by obtaining a transcript from the IRS, or by submitting a copy of the income tax return and the applicable schedules that were filed with the IRS that lists 2021 tax account information.

- b. **Individuals who were victims of IRS tax-related identity theft**– An individual who was the victim of IRS tax-related identity theft must provide:
 - i. A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or if unable to obtain a TRDBV, an equivalent document provided by the IRS or a copy of the signed 2021 income tax return and applicable schedules the individual filed with the IRS; **and**
 - ii. A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

COPY OF THIS DOCUMENT MUST BE KEPT IN THE STUDENT’S FILE.