

V5 2022-2023 Verification Worksheet - Dependent

Your 2022-2023 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before rewarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid office as soon as possible so your financial aid will not be delayed.

SECTION A: Student's Infori	mation
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Student's Last Name	First Name	MI	Student's Identification (ID) no.	
Student's Street Address (in	Student's Date of Birth			
City, State, Zip Code	Student's Email Address			
Student's Home Phone Number (including area code)			Student's Cell Phone Number	

SECTION B: Number of Household Members and Number in College:

List below the people in the parent's household.

Include:

- The student, even if the student doesn't live with the parents.
- The parents (if married; including stepparent).
- The parents' other children if the parent will provide more than half of the children's support from July 1, 2022, through June 30, 2023 or if the other children would be required to provide parental information if they were completing a FAFSA for 2022-2023. Include children who meet either of these standards even if the children do not live with the parents.
- Other people that now live with the parents <u>and the parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2023.</u>

For any household members who 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, 2022 and June 30, 2023, include the name of the college. *If more space is needed, provide a separate page with the student's name and ID number at the top.*

Full Name	Age	Relationship to student	College	Will be Enrolled at Least Half Time (Y or N)
		Self		

<u>FOR</u> STUDENTS

SECTION C1: STUDENT 2020 IRS INCOME TAX FILER

Instructions: Complete this section if the student filed_a 2020 IRS Income Tax Return. 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 2020 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

How will y	you p	rovide y	our 2020,	Income	Tax Return	Information?	Check	the box	र that	applies:
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Ш	IRS DRT - The student <u>nas used</u> the IRS DRT in the <i>FAFSA on the Web</i> to transfer 2020 IRS income tax information into the
	student's FAFSA.
	Will use the IRS DRT- The student has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2020
	IRS income tax return information into the student's FAFSA once the 2020 IRS income tax return has been filed.
	Will provide a copy of your 2020 IRS Tax Transcript or Return- The student is unable or chooses not to use the IRS DRT in
	FAFSA on the Web, and instead will provide the school a 2020 IRS Tax Return Transcript.

A 2020 IRS Tax Return Transcript may be obtained through:

- <u>Get Transcript by Mail</u> Go to <u>www.irs.gov</u>, 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.
- <u>Get Transcript Online</u> Go to <u>www.irs.gov</u>, 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.
- <u>Automated Telephone Request</u> 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- 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.

SECTION C2: STUDENT NON-TAX FILER

Instructions: Complete this section if the student DID NOT file a 2020 Tax Return and are not required to file a 2020 income tax return with the IRS.

Check the box that applies:

UNEMPLOYED- The student was not employed and had no income earned from work in 2		UNEMPLOYED-	The student was not em	ployed and had	l no income earned	from work in 202
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■ EMPLOYED- The student was employed in 2020 and has listed below the names of all employers, the amount earned from each employer in 2020, and whether an IRS W-2 form is provided. {Provide copies of all 2020 IRS W-2 forms issued to the student by their employers}. List every employer even if the employer did not issue an IRS W-2 form.

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

Employer's Name	2020 Amount Earned	IRS W-2 Provided?

^{***}Please Note: We may require you to provide documentation from the IRS that indicates a 2020 IRS income tax return was not filed with the IRS.

FOR PARENTS

SECTION D1: PARENT 2020 IRS INCOME TAX FILER

Instructions: Complete this section if the parent(s) filed_a 2020 IRS Income Tax Return. 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 2020 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

How will you provide your 2020 Incom	e Tax Return Information?	' Check the box that applies:
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IRS DRT -The parent has used the IRS DRT in the FAFSA on the Web to transfer 2020 IRS income tax information into the
student's FAFSA.
Will use the IRS DRT- The parent has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2020
IRS income tax return information into the student's FAFSA once the 2020 IRS income tax return has been filed.
Will provide a copy of your 2020 IRS Tax Transcript or Return- The parent is unable or chooses not to use the IRS DRT in
FAFSA on the Web, and instead will provide the school a 2020 IRS Tax Return Transcript.

A 2020 IRS Tax Return Transcript may be obtained through:

- <u>Get Transcript by Mail</u> Go to <u>www.irs.gov</u>, 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.
- Get Transcript Online Go to www.irs.gov, 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.
- <u>Automated Telephone Request</u> 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- 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.

SECTION D2: PARENT NON-TAX FILER

Instructions: Complete this section if the parent(s) DID NOT file a 2020 Tax Return and are not required to file a 2020 income tax return with the IRS.

Check the box that applies:

- ☐ **UNEMPLOYED** The parent was not employed and had no income earned from work in 2020.
- EMPLOYED- The parent was employed in 2020 and has listed below the names of all employers. The amount earned from each employer in 2020, and whether an IRS W-2 form is provided. {Provide copies of all 2020 IRS W-2 forms issued to the parent by their employers}. List every employer even if the employer did not issue an IRS W-2 form.

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

Employer's Name	2020 Amount Earned	IRS W-2 Provided?

^{***}Please Note: We may require you to provide documentation from the IRS that indicates a 2020 IRS income tax return was not filed with the IRS.

SECTION E: SIGNATURES

		ow certifies that all of the information reported is complete and correct. Information, I may be fined, sentenced to jail, or both.
Prin	nt Student's Name	Student's ID Number
Stu	dent's Signature (Required)	Date
 Par	ent Signature (Required)	Date
	te: Students and parents must have a separate s ner.	signature – and cannot sign federal financial aid documents for each
SE	CTION F: IDENTITY & STATEMENT OF EDUCA	ATIONAL PURPOSE
	•	Statement of Educational Purpose e Signed at the Institution)
The	e student must appear in person at(Name of Post	to verify his or her identity by tsecondary Educational Institution)
issu	ied ID, or passport. The institution will maintain a cop	identification (ID), such as, but not limited to, a driver's license, other state- py of the student's photo ID that is annotated by the institution with the official at the institution authorized to receive and review the student's ID.
In a	addition, the student must sign, in the presence of the	e institutional official, the Statement of Educational Purpose provided below.
		Statement of Educational Purpose ed in the Presence of a Notary)
If th	ne student is unable to appear in person at(Na	to verify his or her identity, ame of Postsecondary Educational Institution)
the	student must provide to the notary:	
(a)		noto identification (ID) that is acknowledged in the notary statement below, ited to, a driver's license, other state-issued ID, or passport; and
(b)		ided below, which must be notarized. If the notary statement appears on a irpose, there must be a clear indication that the Statement of Educational
	(Student) Sta	atement of Educational Purpose
	I certify that I,	, am the individual signing this Statement of Educational
(b)	separate page than the Statement of Educational Pur Purpose was the document notarized. (Student) Statement (Student) Statement (Print Student's Name)	urpose, there must be a clear indication that the Statement of Educational

	(Date)	(Student's ID Number)
VARNING: If you purposely give false or misleading in Notary's C		
Notary's C	nformation on this workshee	et, you may be fined, be sentenced to jail, or both
NULUI V S	Certificate of Acknowledge	
State of	certification may vary by S	
City/County of		
On, before me,		
(Date)	(Notary's name	e)
personally appeared,		_, and proved to me on the basis of satisfacto
(Printed name of sig	ner)	
on the basis of satisfactory evidence of identifi	cation	
	(Type of unexpir	red government-issued photo ID provided)
to be the above-named person who signed the	foregoing instrument.	
WITNESS my hand and official seal (seal)		
(Seal)	(Notary signature)	
My commission expires on		
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R OFFICE OF FINANCIAL AID USE ONLY: Att	ach photocopy of ID afte	er verifying identity.
ument Used	Document Expiration Da	ate
e Received ABC Official Signa	ature/Title	