



Verification Worksheet 2023-2024

Your 2023–2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we 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 return them to the office of Financial Aid. You may be asked to provide additional information. If you have questions about verification, contact our office so that your financial aid will not be delayed.

The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you did not use the tool with your initial application, you may go to www.fafsa.gov, retrieve your FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2021 IRS income tax information into the FAFSA. Keep in mind there is a waiting period from when you submit your federal tax return to when the data is processed and available for transfer to the FAFSA via the IRS Data Retrieval process. Electronic tax filers should allow up to two weeks and paper tax filers should allow up to eight weeks. You may also log on to www.irs.gov to request a tax return transcript or call 1-800-Tax-1040.

A. Student Information

Last Name	First Name	M.I.	Social Security Number
Address (include apt no.)			Date of birth
City	State	Zip Code	Phone number (include area code)

B. Family History

List the people in your *household*, including:

- Yourself, and your spouse if you have one, and
- Your children, if you will provide more than half of their support from July 1, 2023 through June 30, 2024, even if they do not live with you, and
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2023 through June 30, 2024.

Write the names of all household members in the space(s) below. Also write in the name of the college for any household member, excluding your parent(s), who will be attending at least half time between July 1, 2023 and June 30, 2024, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College	Enrolled at least half time: Yes or No

C. Student’s Tax Return Transcript and Income Information (all applicants)

1. Check only one box below. To request an official 2021 **TAX TRANSCRIPT** from the Internal Revenue Service, you may call 1-800-908-9946 or request a transcript online at www.irs.gov.

I (and, if married, my spouse) have used the IRS retrieval Tool without changing the numbers. (Just submit this form)
 Check here if unable/do not choose to use IRS retrieval tool; therefore, I am submitting a copy of my **2021 tax return transcript or signed 2021 tax return including schedules 1, 2, and 3 (if applicable).**

If you married after December 31, 2021 or filed taxes separately, we will need both individual tax returns.

Check here if you will not file and are not required to file a 2021 U.S. Income Tax Return.

Must provide proof of non-filing status letter from the IRS. To obtain a proof of non-filing status letter complete the IRS form 4506-T which can be printed from www.irs.gov. **(Must provide W-2s for any working wages)**

2. If you did not file and are not required to file a 2021 Federal income tax return, list below your employer(s) and any income they received in 2021. *(Please provide copies of all W2’s. To obtain a copy of your W2, contact your employer(s) or the IRS at 1-800-908-9946).*

Sources	2021 Income
	\$
	\$

If you are unable to retrieve copies of the W2’s please list reason:

Sources of Untaxed Income (Student)	2021 Amount
Veterans Non-Edu Benefits/Workman’s Comp/Untaxed Pensions/ Other <i>(Please List):</i>	

D. Spouse’s Tax Return Transcripts and Income Information (if applicable)

1. Check one box below. To request an official 2021 **TAX TRANSCRIPT** form the Internal Revenue Service, you may call 1-800-908-9946 or request a transcript online at www.irs.gov.

I have used the IRS retrieval Tool without changing the numbers. (Just submit this form)

Check here if unable/do not choose to use IRS retrieval tool; therefore, I am submitting a copy of my **2021 tax return transcript or signed 2021 tax return including schedules 1, 2, and 3 (if applicable).**

If you married after December 31, 2021 or filed taxes separately, we will need both individual tax returns.

Check here if your spouse will not file and is not required to file a 2021 U.S. Tax Return.

Spouse must provide proof of non-filing status letter from the IRS. To obtain a proof of non-filing status letter complete the IRS form 4506-T which can be printed from www.irs.gov. **(Must provide W-2s for any working wages)**

2. If your spouse did not file and is not required to file a 2021 Federal income tax return, list below your spouse’s employer(s) and any income they received in 2021 *(Please provide copies of all W2’s. To obtain a copy of your W2, contact your employer(s) or the IRS at 1-800-908-9946).*

Sources	2021 Income
	\$
	\$

If you are unable to retrieve copies of the W2’s please list reason:

3. Funds received for other untaxed income.

Sources of Untaxed Income (Spouse)	2021 Amount
Veterans Non-Edu Benefits/Workman’s Comp/Untaxed Pensions/ Other <i>(Please List):</i>	\$

E. Sign this Work Sheet

Each person signing this form certifies that all the information reported on it is complete and correct. If married, spouse’s signature optional.

 Student

 Spouse (Optional)

 Date

 Date

WARNING: *If you purposely give False or misleading information on this work sheet, you may be fined, be sentenced to jail or both.*

Do not mail this worksheet to the Department of Education. Submit this worksheet to your Financial Aid Administrator at your school.