

# 2022–2023 Verification Worksheet

## Independent Student - Tracking Group V1

Your 2022–2023 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 and your spouse (if married) 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 and other required documents 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 administrator as soon as possible so that your financial aid will not be delayed.

### A. Independent Student’s Information

<i>Student’s Last Name</i>	<i>Student’s First Name</i>	<i>MI</i>	<i>Student’s SSN or ID Number</i>
<i>Student’s Street Address (include apt. no.)</i>			<i>Student’s Date of Birth</i>
<i>City</i>	<i>State</i>	<i>Zip</i>	<i>Student’s Email Address</i>
<i>Student’s Phone Number</i>		<i>Student’s Alternate or Cell Phone Number</i>	

### B. Independent Student’s Family Information

Number of Household Members: List below the people in your household.  
Include:

- The student.
- The student’s spouse, if the student is married.
- The student’s or spouse’s children if the student or spouse will provide more than half of the children’s support from July 1, 2022, through June 30, 2023 even if the children do not live with the student.
- Other people if they now live with the student and the student or spouse provides more than half of the other people’s support and will continue to provide more than half of their support through June 30, 2023.

Number in College: Include below information about, any household member 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	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>27</i>	<i>Spouse</i>	<i>Central University</i>	<i>Yes</i>

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

### C. Independent Student's Income Information to Be Verified

#### 1. TAX RETURN FILERS

**Important Note:** The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2020 or had a change in marital status after the end of the 2020 tax year on December 31, 2020

**Instructions:** Complete this section if the student and spouse filed or will file a 2020 IRS income tax return(s). 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.

In most cases, for electronic tax return filers, 2020 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the 2020 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2020 paper IRS income tax returns, the 2020 IRS income tax return information is available for the IRS DRT within 8–11 weeks after the 2020 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT.

**Check the box that applies:**

- The student has used the IRS DRT in FAFSA on the Web to transfer 2020 IRS income tax return information into the student's FAFSA.
- 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.
- 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.

To obtain a 2020 IRS Tax Return Transcript, go to [www.irs.gov](http://www.irs.gov) and click on the "Get Transcripts for Your Tax Records" link. Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript." Use the Social Security Number (or the IRS individual taxpayer identification number) and the date of birth of the first person listed on the 2020 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2020 IRS income tax return). In most cases, for electronic filers, a 2020 IRS Tax Return Transcript may be requested from the IRS within 2–3 weeks after the 2020 IRS income tax return has been accepted by the IRS. Generally, for filers of 2020 paper IRS income tax returns, the 2020 IRS Tax Return Transcript may be requested within 8–11 weeks after the 2020 paper IRS income tax return has been received by the IRS.

If the student and spouse filed separate 2020 IRS income tax returns, 2020 IRS Tax Return Transcripts must be provided for both.

- Check here if a 2020 IRS Tax Return is provided.
- Check here if a 2020 IRS Tax Return will be provided later.

#### 2. TAX RETURN NONFILERS

**Instructions:** Complete this section if the student will not file and is not required to file a 2020 income tax return with the IRS.

**Check the box that applies:**

- The student and spouse were not employed and had no income earned from work in 2020.
- The student and/or spouse 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 attached. Attach copies of all 2020 IRS W-2 forms issued to the student and/or spouse by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Employer's Name	2020 Amount Earned	IRS W-2 Attached?
ABC Shipping (example)	\$1,280	Yes

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

### E. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

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

The student must sign and date this form.

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Spouse's Signature (optional)*

\_\_\_\_\_  
*Date*

***Do not mail this worksheet to the U.S. Department of Education.  
Submit this worksheet to the financial aid administrator at your school.***

***You should make a copy of this worksheet for your records.***