2023-2024 Verification
Worksheet *Dependent Student- Tracking*
Group V1

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 and your parents 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 and at least one parent 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. Dependent Student's Information

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

B. Dependent Student's Family Information

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

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2023, through 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 the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other people's support and will continue to provide more than half of their support through June 30, 2024.

Number in College: Include below information about any household member, excluding the parents, 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, 2023, and June 30, 2024, 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
Missy Jones (example)	*18*	*Sister*	*Central University*	*Yes*

C.   Dependent Student's Income Information to Be Verified

1. TAX RETURN FILERS

Instructions: Complete this section if the student filed or will file a 2021 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 2021 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, 2021 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the 2021 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2021 paper IRS income tax returns, the 2021 IRS income tax return information is available for the IRS DRT within 8–11 weeks after the 2021 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 2021 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 2021 IRS income tax return information into the student's FAFSA once the 2021 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 2021 IRS Tax Return.

To obtain a 2021 IRS Tax Return Transcript, go to www.IRS.gov and click on the "Get Transcript 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 2021 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2021 IRS income tax return). In most cases, for electronic filers, a 2021 IRS Tax Return Transcript may be requested from the IRS within 2–3 weeks after the 2021 IRS income tax return has been accepted by the IRS. Generally, for filers of 2021 paper IRS income tax returns, the 2021 IRS Tax Return Transcript may be requested within 8–11 weeks after the 2021 paper IRS income tax return has been received by the IRS.

☐   Check here if a 2021 IRS Tax Return is provided.

☐   Check here if a 2021 IRS Tax Return will be provided later.

2. TAX RETURN NONFILERS

Complete this section if the student will not file and is <u>not required</u> to file a 2021 income tax return with the IRS.

Check the box that applies:

☐   The student was not employed and had no income earned from work in 2021.

☐   The student was employed in 2021 and has listed below the names of all the student's employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is attached. Attach copies of all 2021 IRS W-2 forms issued to the student 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	2021 Amount Earned	IRS W-2 Attached?
ABC Shipping (example)	*$1,280*	*Yes*

D. Parent's Income Information to Be Verified

1. TAX RETURN FILERS

Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2021 or had a change in marital status after the end of the 2021 tax year on December 31, 2021.

Instructions: Complete this section if the parents filed or will file a 2021 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 2021 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, 2021 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the 2021 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2021 paper IRS income tax returns, the 2021 IRS income tax return information is available for the IRS DRT within 8–11 weeks after the 2021 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 parents have used the IRS DRT in FAFSA on the Web to transfer 2021 IRS income tax return information into the student's FAFSA.

☐   The parents have not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2021 IRS income tax return information into the student's FAFSA once the 2021 IRS income tax return has been filed.

☐   The parents are unable or choose not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a 2021 IRS Tax Return.

To obtain a 2021 IRS Tax Return Transcript, go to 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 number) and the date of birth of the first person listed on the 2021 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2021 IRS income tax return). In most cases, for electronic filers, a 2021 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 2021 paper IRS income tax returns, the 2021 IRS Tax Return Transcript may be requested within 8–11 weeks after the 2021 paper IRS income tax return has been received by the IRS.

If the parents filed separate 2021 IRS income tax returns, 2021 IRS Tax Returns must be provided for both.

☐   Check here if a 2021 IRS Tax Return Transcript(s) is provided.

☐   Check here if a 2021 IRS Tax Return Transcript(s) will be provided later.

2. TAX RETURN NONFILERS

Complete this section if the student's parent(s) will not file and is not required to file a 2021 income tax return with the IRS.

Check the box that applies:

☐   The student's parent(s) was not employed and had no income earned from work in 2021.

☐   The student's parent(s) was employed in 2021 and has listed below the names of all the parent's employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is attached. Attach copies of all 2021 IRS W-2 forms issued to the parent(s) by employer(s). *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	2021 Amount Earned	For Whom?	IRS W-2 Attached?
Pro Auto	*$980*	*Father*	*Yes*

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 and one parent must sign and date.

_____   _____

Student's Signature   *Date*

_____   _____

Parent's Signature   *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.