

# 2023-2024 Verification Worksheet

## Dependent Student

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 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. Dependent Student's Information

\_\_\_\_\_  
 Student's Last Name                      Student's First Name                      Student's M.I.

\_\_\_\_\_  
 Student's Social Security Number

\_\_\_\_\_  
 Student's Street Address (include apt. no.)

\_\_\_\_\_  
 Student's Date of Birth

\_\_\_\_\_  
 City    State    Zip Code

\_\_\_\_\_  
 Student's Email Address

\_\_\_\_\_  
 Student's Home Phone Number (include area code)

\_\_\_\_\_  
 Student's Alternate or Cell Phone Number

### B. 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 a child does not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other person's support, and will continue to provide more than half of that person's support through June 30, 2024.

**Number in College:** Include in the space below 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.

Full Name	Age	Relationship to the student	Full Name of the College	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</i>		

**Note:** Additional documentation may be required if there is reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

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Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

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

1. **Instructions:** DO NOT 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](https://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.
  
2. **TAX RETURN NONFILERS**— complete this section if the student will not file and is not required to file a 2021 income tax return with the IRS.

**NOTE: VERIFICATION OF NONFILING IS NOT AN INDICATION THAT THE PERSON IS NOT REQUIRED TO FILE A RETURN, JUST CONFIRMATION THAT ONE WAS NOT FILED.**

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 employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is attached. Attach copies of all 2021 W-2 forms issued to you by employers. List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and SSN at the top.

Employer's Name	Annual Amount Earned in 2021	IRS W-2 Attached? or an Equivalent Document Provided? (Yes or No)
<i>ABC's Auto Body Shop (Example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>
<b>Total Amount of Income Earned From Work</b>	\$	

## 2023-2024 DEPENDENT VERIFICATION WORKSHEET

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

### D. Parent's Income Information to Be Verified

- Instructions:** DO NOT 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](https://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.

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

- 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.

**NOTE: VERIFICATION OF NONFILING IS NOT AN INDICATION THAT THE PERSON IS NOT REQUIRED TO FILE A RETURN, JUST CONFIRMATION THAT ONE WAS NOT FILED.**

Check the box that applies:

- The parent(s) was not employed and did not file a 2021 tax return with the IRS.
- The 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	Amount Earned in 2021	IRS W-2 Attached? or an Equivalent Document Provided? (Yes or No)
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>
<b>Total Amount of Income Earned From Work</b>	<b>\$</b>	

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2022 that indicates a 2021 IRS 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 nonfiling from the IRS or other relevant tax authority and was unable to obtain the required documentation.

\_\_\_\_\_ Check here if confirmation of nonfiling is provided.

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Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**E. Certification and Signature**

Each person signing below certifies that all of the information reported 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.**

\_\_\_\_\_  
Student's Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (Required) (Note: Parent whose information was reported on the FAFSA must sign and date.)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Second Parent's Signature (Note: Required if second parent didn't file a tax return or if parent(s) marital status on FAFSA is unmarried but living together).

\_\_\_\_\_  
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.**