



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, we will compare your FAFSA with the information on this institutional verification worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and your spouse must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact STUDENT FINANCIAL SERVICES as soon as possible so that your financial aid will not be delayed.

## 1 INDEPENDENT STUDENT'S INFORMATION

Student's Last Name	Student's First Name	Student's M.I.	Student's Identification (ID) Number
Student's Address			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home Phone Number			Student's Alternate or Cell Phone Number

## 2 INDEPENDENT STUDENT'S FAMILY INFORMATION

List below the people in your household. Include:

- A.- Yourself.
- B.- Your spouse, if you are married.
- C.- Yours or your spouse's children if you or your spouse will provide more than half of their support from July 1, 2022 through June 30, 2023 even if they do not live with you.
- D.- 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 through June 30, 2024.

Include the name of the college for any household member who will be enrolled at least half time, in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2023, and June 30, 2024. The name of the college must be included. If more space is needed, attach a separate page with your name and ID number at the top.

Full Name	Age	Relationship	Will be Enrolled at Least Half Time in College?	College
Marty Jones (example)	18	Wife	Yes	Central University
		Self		

**Note:** We may require additional documentation to verify the information regarding the household members enrolled in eligible post secondary educational institutions.

**3 INCOME INFORMATION TO BE VERIFIED**

**A.- TAX RETURN FILERS**

Instructions: Complete this section if you or your spouse, if married, filed a 2021 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 [www.FAFSA.gov](http://www.FAFSA.gov). In most cases no further documentation is needed to verify 2021 IRS income tax return information that was transferred into your FAFSA using the IRS DRT if that information was not changed.

**STUDENT**

I, the student, **have used** the IRS DRT in FAFSA on the Web to transfer 2021 IRS income tax return information into the student's FAFSA.

I, the student, am **unable or choose not to use** the IRS Data Retrieval Tool, and I, the student will submit to the school a copy of the student's 2021 IRS Tax Return Transcript(s) or sign photocopies of the income tax return.

**SPOUSE**

I, the spouse, **have used** the IRS DRT in FAFSA on the Web to transfer 2021 IRS income tax return information into the student's FAFSA.

I, the spouse, am **unable or choose not to use** the IRS Data Retrieval Tool, and I, the spouse will submit to the school a copy of the my spouse's 2021 IRS Tax Return Transcript(s) or sign photocopies of the income tax return.

**B.- NONTAX FILERS**

Complete this section if you or your spouse, if married, will not and are not required to file a 2021 income tax return with the IRS. The student and/or spouse, not filing in 2021, must provide copies of 2021 W-2's and submit proof of non-filing from the IRS. (Go to [www.irs.gov](http://www.irs.gov), click on "Get a Tax Transcript," create an account, then select "Verification of Non-filing Letter") or Complete our statement of non-filing available at the Student Finance Office.

Neither I, the student, nor my spouse if I am married, were employed and had no income earned from work in 2021.

Either I, or if married, my spouse was employed in 2021 and have listed below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is provided. **[Provide copies of all 2021 IRS W-2 forms issued to the student by their employer.] List every employer even if the employer did not issue an IRS W-2 form.**

Student's Employer's Name	Annual Amount earned in 2021	W-2 Provided?

Spouse's Employer's Name	Annual Amount earned in 2021	W-2 Provided?

**4 CERTIFICATION AND SIGNATURES**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and spouse, if applicable, must sign and date.

**Student's Signature**

**Date**

**Spouse Signature (if applicable)**

**Date**