



**PERSONALLY IDENTIFIABLE INFORMATION**

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 at least one parent 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 DEPENDENT 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 DEPENDENT STUDENT'S FAMILY INFORMATION**

List below the people in your parent(s)' household. Include:

- A.- Yourself
- B.- Your parents (including a stepparent) even if you do not live with your parents.
- C.- Your parent(s)' other children if your parent(s) will provide more than half of their 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 2022-2023. Include children who meet either of these standards, even if they do not live with your parent(s).
- D.- Other people if they now live with your parent(s) and your parent(s) 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, excluding your parent(s), 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. If more space is needed, attach a separate page with the student's name and ID number at the top.

Full Name	Age	Relationship	Will be Enrolled at Least Half Time in College?	College
Missy Jones (example)	18	Sister	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**

Complete this section if the parents or student filed or will file 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.

**PARENT(S)**

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

**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 the parent will submit to the student's school a copy of the parents' 2021 IRS Tax Return Transcript(s) or signed income tax return.

**B.- NONTAX FILERS**

Complete this section for the parent(s) or student who will not and are not required to file a 2021 income tax return with the IRS. The student and/or parent(s), 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 Submit our statement of non-filing to Student Finance Office.

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

Student'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 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 Student Financial Services at SOUTHWESTERN ADVENTIST UNIVERSITY.

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

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