

2022-23 V-1 Dependent Verification Worksheet

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 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 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 ID (or Portal ID, school use)
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 Phone Number

B. Dependent Student's Family Information

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

- Yourself
- Your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2022, through June 30, 2023, 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).
- 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, 2023.

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, 2022, and June 30, 2023. *If more space is needed, attach a separate page with your name and Student ID Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

C. Dependent Student's Income Information to Be Verified

1. TAX RETURN FILERS - Important Note:

The instructions below apply to the student. Please be sure to upload a copy of the student IRS Tax Transcript for 2020. If you filed, an amended 2020 IRS tax return. Please gather and submit the following documents to your institution.

- A signed copy of the 2020 IRS Form 1040X, "Amended US Individual Income Tax Return", that was filed with the IRS; and **one of the following:**
 - IRS Data Retrieval Tool information on an ISIR record with all tax information from the original 2020 income tax return
 - A 2020 IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed); or
 - A signed copy of the 2020 IRS Form 1040 and the applicable schedules that were filed with the IRS.

Instructions: Complete this section if you, the student, filed a 2020 income tax return with the IRS. *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.*

Check the box that applies:

- I, the student, have used the IRS Data Retrieval Tool in FAFSA on the web to transfer my 2020 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.
Your school will use the IRS information that was transferred in the verification process.
- I, the student, have 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 my FAFSA.
- I, the student, am unable or choose not to use the IRS DRT in FAFSA on the web, instead will provide the school with a **2020 IRS Tax Return Transcript(s) or a signed copy of the 2020 income tax return and applicable schedules.**

A 2020 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by MAIL** Go to www.irs.gov and click "Get Your Tax Record" Choose "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request. *You will need your Social Security Number or Individual Tax Identification Number, date of birth, and the mailing address used on your latest tax return.*
- **Get Transcript ONLINE** Go to www.irs.gov and click "Get Your Tax Record" Choose "Get Transcript ONLINE." You will need to register to use this service. Choose "Create an Account". *You will need your Social Security Number or Individual Tax Identification Number, date of birth filing status current address and a valid email account. You will also need access to a text enabled mobile phone in your name and specific financial account numbers such as a credit card number or an account number for a home mortgage or auto loan.* Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript." The transcript displays online upon successful completion of the IRS's authentication process.
- **Automated Telephone Request** 18009089946 Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." The transcript is generally received within 10 business days from the IRS's receipt of the telephone request. *You will need your Social Security Number or Individual Tax Identification Number, date of birth, filing status and the mailing address used on your latest tax return.*
- **Paper Request Form** IRS Form 4506TEZ or IRS Form 4506T. *The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.*
- Check here if a **2020 IRS Tax Return Transcript(s) or a signed copy of the 2020 income tax return and applicable schedules** is provided. *Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.*
- Check here if a **2020 IRS Tax Return Transcript(s) or a signed copy of the 2020 income tax return and applicable schedules** will be submitted to the school later. *Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.*

2. TAX RETURN NON-FILERS -

Complete this section if you, the student will not file and are not required to file a 2020 income tax return with the IRS.

Check the box that applies:

- I, the student, was not employed and had no income earned from work in 2020.
- I, the student, 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 W2 form is attached.

Attach copies of all 2020 W2 forms issued to you by employers. *List every employer even if the employer did not issue an IRS W2 form.* If more space is needed, attach a separate page with your name and Student ID Number at the top.

Employer's Name	IRS W2 Provided?
Total Amount of Income Earned From Work	

Note: We may require you to provide documentation from the IRS that indicates a 2020 IRS income tax return was not filed with the IRS.

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 2020 or had a change in marital status after December 31, 2020. If the student's parent(s), filed an amended 2020 IRS tax return. Please gather and submit the following documents to your institution.

- A signed copy of the 2020 IRS Form 1040X, "Amended US Individual Income Tax Return", that was filed with the IRS; and **one of the following:**
 - IRS Data Retrieval Tool information on an ISIR record with all tax information from the original 2020 income tax return
 - A 2020 IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed); or
 - A signed copy of the 2020 IRS Form 1040 and the applicable schedules that were filed with the IRS.

Instructions: Complete this section if the student's parent(s) filed a 2020 income tax return with the IRS. *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.*

Check the box that applies:

- My parent(s) have used the IRS Data Retrieval Tool in FAFSA on the web to transfer 2020 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.
The student's school will use the IRS information transferred into the student's FAFSA to complete the verification process.
- My parent(s) have 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 my FAFSA.
- My parent(s) are unable or choose not to use the IRS DRT in FAFSA on the web, instead will provide the school with a **2020 IRS Tax Return Transcript(s) or a signed copy of the 2020 income tax return and applicable schedules.**

A 2020 IRS Tax Return Transcript may be obtained through:

- Get Transcript by MAIL Go to www.irs.gov and click "Get Your Tax Record" Choose "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request. *You will need your Social Security Number or Individual Tax Identification Number, date of birth, and the mailing address used on your latest tax return.*
- Get Transcript ONLINE Go to www.irs.gov and click "Get Your Tax Record" Choose "Get Transcript ONLINE." You will need to register to use this service. Choose "Create an Account". *You will need your Social Security Number or Individual Tax Identification Number, date of birth filing status current address and a valid email account. You will also need access to a text enabled mobile phone in your name and specific financial account numbers such as a credit card number or an account number for a home mortgage or auto loan.* Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript." The transcript displays online upon successful completion of the IRS's authentication process.
- Automated Telephone Request 18009089946 Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." The transcript is generally received within 10 business days from the IRS's receipt of the telephone request.

You will need your Social Security Number or Individual Tax Identification Number, date of birth, filing status and the mailing address used on your latest tax return.

- Paper Request Form IRS Form 4506TEZ or IRS Form 4506T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

If parents are married and filed separate 2020 IRS income tax returns, the IRS DRT cannot be used and the **2020 IRS Tax Return Transcript(s) or a signed copies of the 2020 income tax return and applicable schedules** must be provided for each parent.

- Check here if a **2020 IRS Tax Return Transcript(s) or a signed copy of the 2020 income tax return and applicable schedules** is provided. *Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.*
- Check here if a **2020 IRS Tax Return Transcript(s) or a signed copy of the 2020 income tax return and applicable schedules** will be submitted to the school later. *Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.*

2. TAX RETURN NON-FILERS -

Complete this section if the student's parent(s) will not file and are not required to file a 2020 income tax return with the IRS.

Check the box that applies:

- My parent(s) were not employed and had no income earned from work in 2020.
- My parent(s) were employed in 2020 and have listed below the names of all the parent's employers, the amount earned from each employer in 2020, and whether an IRS W2 form is attached.
 Attach copies of all 2020 IRS W2 forms issued to the parent(s) by employer(s). List every employer even if they did not issue an IRS W2 form. If more space is needed, attach a separate page with the student's name and Student ID Number at the top.

Employer's Name	IRS W2 Provided?
Total Amount of Income Earned From Work	

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2021 that indicates a 2020 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 a 2020 Verification of Nonfiling Letter(s) is provided.

Check here if a 2020 Verification of Nonfiling Letter(s) will be provided later.

E. Certification and Signature

I certify that all of the information reported on this worksheet is complete and correct. The student and one parent whose information was reported on the FAFSA must sign this worksheet.

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

Date

Parent's Signature

Date

Do not mail this worksheet to the U.S. Department of Education. Submission of this worksheet may be completed electronically through your Student Portal or using the document upload function in your Student Portal. You should make a copy of this worksheet for your records.