



# 2023-2024 Verification Worksheet

## Untaxed Income/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 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 there will be no delays with regard to your financial aid.

### 1. Student's Information

Last Name	First Name	M.I.	I.D. Number
Street Address (include apt. no.)			Date of Birth
City	State	Zip Code	Email Address
Home Phone Number (include area code)			Alternate or Cell Phone Number

### 2. Family Information

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

- Yourself and 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, 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 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, 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 student ID number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	
1.		<i>Self</i>	Florida Southern College	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No
5.				<input type="checkbox"/> Yes <input type="checkbox"/> No
6.				<input type="checkbox"/> Yes <input type="checkbox"/> No
7.				<input type="checkbox"/> Yes <input type="checkbox"/> No
8.				<input type="checkbox"/> Yes <input type="checkbox"/> No



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### 3. Tax and Income Information

Indicate below your 2021 federal tax return status:

Student: <input type="checkbox"/> filed <input type="checkbox"/> will not file <input type="checkbox"/> extension filed
Father/Stepfather: <input type="checkbox"/> filed <input type="checkbox"/> will not file <input type="checkbox"/> extension filed
Mother/Stepmother: <input type="checkbox"/> filed <input type="checkbox"/> will not file <input type="checkbox"/> extension filed

#### For Tax Return Filers ONLY

*Notice: The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student/parent has not already used the tool, go to FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections", and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student/parent is eligible to use the IRS Data Retrieval Tool to transfer 2021 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool, contact student financial assistance.*

- If you answered **"filed"** above and did not use the IRS Data Retrieval Tool, you must submit the following for yourself and parents:
  - 2021 Tax Return Transcript
    - To obtain an IRS tax return transcript go to <http://www.irs.gov> and click on the "Get a Tax Transcript" link or call (800) 908-9946. Make sure you order the "IRS tax return transcript" and not the "IRS tax account transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2021 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper tax return filers.
  - The following schedules associated with your 2021 Tax Return (if applicable)
    - Schedule 1
    - Schedule 2
    - Schedule 3

#### For Tax Extension Filers ONLY

- If you answered **"extension filed"** above, you must submit 2021 IRS Form 4868 and all W-2s. Self-employed individuals must also send a signed statement with amount of Adjusted Gross Income and US income tax paid for 2021.

#### For Non-Tax Filers ONLY

If you or your parents answered **"will not file"** above, you must complete the following and attach all W-2s. (If no W-2's you will need to order a wage and income transcript for each required party from the IRS at <https://sa.www4.irs.gov/irfof-tra/notice>; If you did not work, you will need to order a 2021 tax return transcript at <https://www.irs.gov/individuals/get-transcript>; click get transcripts by mail; the transcript will provide confirmation that you did not file a return in 2021).

- 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 FSC ID at the top.

	Employer's Name	2021 Income Earned	IRS W-2 Attached
Student			<input type="checkbox"/> Yes <input type="checkbox"/> No
Father/Stepfather			<input type="checkbox"/> Yes <input type="checkbox"/> No
Mother/Stepmother			<input type="checkbox"/> Yes <input type="checkbox"/> No

If you checked no above, please provide an explanation: \_\_\_\_\_



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### 4. Untaxed Income Information

Additional information or documentation may be requested, if necessary, to complete your file.

Student Other Untaxed Income	Total Yearly 2021 Other Untaxed Income	Parent(s) Other Untaxed Income
\$	<b>Veterans non-education benefits</b> such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.	\$
\$	<b>Other untaxed income not reported, such as workers' compensation, disability, etc.</b> Also include the untaxed portions of health savings accounts from IRS Form 1040 – Schedule 1, line 12.  <i><b>Do not include</b> extended foster care benefits, student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, on-base military housing or a military housing allowance, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.</i>	\$
\$	<b>Money received, or paid on your behalf</b> (e.g., bills) not reported elsewhere on this form. This includes money that you received from a parent whose financial information is not reported on the FAFSA and is not part of a legal child support agreement.	\$

### 5. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

**If the student is Dependent, one parent whose information was reported on the FAFSA must sign and date.**

**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