VERIFICATION WORKSHEET **DEPENDENT STUDENT**

Your 2021-2022 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 your financial aid will not be delayed.

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(Last Name)		(First Name)	(Middle Initial
Social Security No.:		Date of Birth:	
Mailing Address:			
(Street add	ress, P.O. Box, Rural Route, Ap	partment Number, Etc.)	
(C:+.)	(State)	(Zip)	(County)
(City)			
* **		Home Phone Number:	
E-Mail Address: Alternate Phone Number:		Home Phone Number:	

DEPENDENT STUDENT'S FAMILY INFORMATION

Number of Household Members: Below the people in your parent(s)' household. Include:

- 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, 2021, through June 30, 2022, or if the other children would be required to provide parental information if they were completing a FAFSA for 2021-2022. Include children who meet either of these standards, even if a child does not live with the
- 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, 2022.

Number in College: Include in the space below information about any household member 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, 2021, and June 30, 2022, and include the name of the college. If more space is needed, attach a separate page with the student's name and ID Number at the top. 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.

Full Name	Age	Relationship	College	Will be enrolled at least half time?
Example: Mary Jones	28	Wife	Central University	Yes
		Self	UACCM	Yes No
				Yes No



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DEPENDENT STUDENT'S INCOME INFORMATION TO BE VERIFIED

TAX RETURN FILERS-Important Notice: If the student filed, or will file, an amended 2019 IRS tax return, the student must contact the financial aid administrator before completing this section.

INSTRUCTIONS

Complete this section if the student, filed or will file a 2019 income tax return with the IRS. 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 has not already used the tool, the student should go to FAFSA.gov, log in to their FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if they are eligible to use the IRS Data Retrieval Tool to transfer 2019 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, please see your financial aid administrator.

CHECK THE BOX THAT APPLIES:

I, the student have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2019 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. The student's school will use the IRS information that was transferred in the verification process.

I, the student have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2019 IRS income information into the student's FAFSA once the student has filed a 2019 IRS tax return. See instructions above for information on how to use the IRS Data Retrieval Tool. The student's school cannot complete the verification process until the IRS information has been transferred into the FAFSA.

I, the student, am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the school 2019 IRS tax return transcript(s) --- not photocopies of the income tax return

A 2019 IRS Tax Return Transcript may be obtained through:

- Get Transcript by Mail Go to www.IRS.gov, under the tools heading, click "Get a Tax Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript."
- Get Transcript Online Go to www.IRS.gov, under the tools heading click "Get a Tax Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript." The user must have (1) access to a valid email, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan.) The transcript displays online upon successful completion of the IRS's two-step authentication.
- Telephone Request 1-800-908-9946
- Paper Request Form IRS Form 4506T-EZ or IRS Form 4506-T

In most cases, for electronic tax return filers, 2019 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2-3 weeks after the 2019 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2019 paper IRS income tax returns, the 2019 IRS income tax return information is available for the IRS DRT or the Tax Return Transcript within 6-8 weeks after the 2019 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

Check here if the student's IRS tax return transcript is attached to this worksheet.

Check here if the student's IRS tax return transcript will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.

Tax Return Non-Filers - Complete this section if the student will not file and is not required to file a 2019 income tax return with the IRS.

The student was not employed and had NO income earned from work in 2019.

The student was employed in 2019 and has listed below the names of all the student's employers, the amount earned from each employer in 2019, and whether an IRS W-2 form is attached. Attach copies of all 2019 IRS W-2 forms issued to the student by employers. List every employer even if the company did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and ID Number at the top.



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Employer's Name	2019 Amount Earned	IRS W-2 Attached	
Example: Suzy's Auto Body Shop	\$2,000	Yes	
		Yes No	
		Yes No	

PARENTS INCOME INFORMATION TO BE VERIFIED

Note: if two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents. Notify the financial aid office if the parents filed separate IRS income tax returns for 2019 or had a change in marital status after December 31,

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TAX RETURN FILERS-Important Notice: If the student's parent(s) filed, or will file, an amended 2019 IRS tax return, the student must contact the financial aid administrator before completing this section.

INSTRUCTIONS

Complete this section if the student's parent(s), filed or will file a 2019 income tax return with the IRS. 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's parent(s) has not already used the tool, the parent and the students should 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 parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2019 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, please see your financial aid administrator.

Check the box that applies

The parent(s) has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2019 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. The student's school will use the IRS information transferred in the verification process.

The parent(s) has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2019 IRS income information into the student's FAFSA once the parent has filed a 2019 IRS tax return. See instructions above for information on how to use the IRS Data Retrieval Tool. The student's financial aid administrator cannot complete verification until the parents has transferred IRS information into the student's FAFSA.

The parent(s) is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the student's school a copy of the parent's 2019 IRS tax return transcript(s)-not photocopies of the income tax return.

A 2019 IRS tax Return Transcript may be obtained through:

- Get Transcript by Mail Go to www.IRS.gov, under the tools heading, click "Get a Tax Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript."
- Get Transcript Online Go to www.IRS.gov, under the tools heading click "Get a Tax Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript." The user must have (1) access to a valid email, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan.) The transcript displays online upon successful completion of the IRS's two-step authentication.
- Telephone Request 1-800-908-9946
- Paper Request Form IRS Form 4506T-EZ or IRS Form 4506-T

In most cases, for electronic tax return filers, 2019 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2-3 weeks after the 2019 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2019 paper IRS income tax returns, the 2019 IRS income tax return information is available for the IRS DRT or the Tax Return Transcript within 6-8 weeks after the 2019 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

If the parents are married, and separate 2019 tax returns were filed, 2019 IRS tax return transcripts must be submitted for each parent.

Check here if the student's parent(s) IRS tax return transcript is attached to this worksheet.

Check here if the IRS tax return transcript(s) will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript has been submitted to the school.

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Tax Return Non-Filers - complete this section if the student's parent(s) will not file and are not required to file a 2019 income tax return with the IRS.

Neither parent was employed nor had NO income earned from work in 2019.

One or both parents were employed in 2019 and have listed below the names of all the employers, the amount earned from each employer in 2019, and whether an IRS W-2 form is attached. Attach copies of all 2019 IRS W-2 forms issued to the parent(s) by employer(s). List every employer even if the company did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and ID Number at the top.

Employer's Name	2019 Amount Earned	IRS W-2 Attached	
Example: Suzy's Auto Body Shop	\$2,000	Yes	
		Yes No	
		Yes No	

CERTIFICATION AND SIGNATURES

Each person signing below certifies that all of the information reported is complete and correct. The student and 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, sent to prison, or both.

Print Name:	Student ID No.:		
(Student's First Name)	(Student's Last Name)		
Signature:		Date:	
(Student)			
Signature:		Date:	
(Parent)			

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

