

2023-2024 Verification Worksheet

Independent Student



Your 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 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 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.

A. Independent Student's Information

Student's Last Name Student's First Name Student's M.I.

Student's Social Security Number

Student's Street Address (include apt. no.)

Student's Date of Birth

City State Zip Code

Student's Email Address

Student's Phone Number (include area code)

Student's Alternate Phone Number

B. Number of Household Members and Number in College (Independent student)

- List below the people in your household. Include:
 - Yourself.
 - Your spouse, if you are married.
 - Your children or your spouse's children, if any, if you or your spouse will provide more than half of the children's support from July 1, 2023, through June 30, 2024, even if they do not live with you.
 - 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.
- 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, 2023, and June 30, 2024, and include the name of the college.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
Marty Jones(example)	28	Wife	Central University	Yes or No
		Self		

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.

Student's Name: _____ SSN or ID: _____

C. Independent Student's Income Information to Be Verified

TAX FILERS ONLY-- If you did not file a tax return, continue to the next page.

Important Note: The instructions below apply to the student and spouse if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2021, filed an **AMENDED** 2021 IRS tax return or had a change in marital status after December 31, 2021.

Instructions: Complete this section if the student and spouse filed or will file a 2021 IRS income tax return(s). *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](https://fafsa.gov).* In most cases, no further documentation is needed to verify 2021 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

- I, the student, have used the IRS DRT in *FAFSA on the Web* to transfer 2021 IRS income tax return information into the FAFSA.
- I, the student, have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool 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 DRT in *FAFSA on the Web*, and instead will provide the school with a **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules.**

A **2021 IRS Tax Return Transcript** may be obtained through:

- **Get Transcript ONLINE** – Go to www.irs.gov, under “Get Your Tax Record” heading, click “Get Transcript ONLINE.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- **Get Transcript by MAIL** – Go to www.irs.gov, under “Get Your Tax Record” heading, click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- **Automated Telephone Request** – 1-800-908-9946 or 1-800-829-1040 to fax requested document to SEARK
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T

In most cases, for electronic tax return filers, 2021 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2021 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2021 paper IRS income tax returns, the 2021 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 6–8 weeks after the 2021 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 student and spouse filed separate 2021 IRS income tax returns, the IRS DRT cannot be used, and the **2021 IRS Tax Return Transcript(s)** must be provided for each.

- Check here if a **2021 IRS Tax Return Transcript(s)** is provided **or a signed copy of the 2021 Income tax return and applicable schedules** is provided.
- Check here if a **2021 IRS Tax Return Transcript(s)** will be provided later **or a signed copy of the 2021 income tax return and applicable schedules** will be provided later

Student's Name: _____ SSN or ID: _____

D. NON-TAX FILERS—ONLY - If you filed a tax return, complete Section C.

Complete this section if you, the student (and, if married, your spouse), **will not file and are not required to file a 2021 income tax return with the IRS.**

Check the box that applies:

- The student and spouse (if married) were not employed and had no income earned from work in 2021.
- The student and/or spouse (if married) were 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 and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2020
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

- Provide documentation from the IRS or other relevant tax authority dated on or after **October 1, 2022** that indicates a 2021 IRS income tax return was not filed with the IRS or other relevant tax authority.
- A 2021 non-tax filing verification form may be obtained by 1) **Automated Telephone Request** – 1-800-908-9946 or 1-800-829-1040 to fax requested document to SEARK or 2) **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T, available in the Financial Aid Office or online at www.irs.gov.

- Check here if confirmation of non-filing is provided or a signed statement is provided.
- Check here if confirmation of non-filing will be provided later or a signed statement is provided.

E. Certification and Signature

I certify that all of the information reported on this worksheet is complete and correct. The student must sign this worksheet. If married, the spouse's signature is optional.

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Student's Signature

Date

Spouse's Signature

Date

Return to the SEARK Financial Aid Office by email, regular mail, or in person.

E-Mail: finaid@seark.edu