

# 2023–2024 Verification Worksheet Independent 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 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 office at your school. We may ask for additional information. If you have questions about verification, contact your financial aid office as soon as possible so that your financial aid will not be delayed.

# A. 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 Home Phone Nu	mber (include area code)	Student's Alternate or Cell Phone Number	

# B. Student's Family Information

List below the people in your household. Include:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you will provide more than half of their support from July 1, 2023, through June 30, 2024, or if the child would be required to provide your 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 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.

Include the name of the college for any household member who will be enrolled <u>at least half time</u>, 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 your name and Social Security Number at the top.* 

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

#### C. Student's Income Information to Be Verified IMPORTANT: 2021 Tax Information required (NOT 2022)

1. TAX RETURN FILERS—Important Note: If you (or your spouse, if married) filed, or will file, an <u>amended</u> 2021 IRS tax return, you must contact your financial aid administrator before completing this section.

**Instructions**: Complete this section if you, the student, <u>filed</u> a 2021 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 you have not already used the tool, go to <u>FAFSA.gov</u>, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2021 IRS income tax information into your FAFSA.* 

#### Check the box that applies:

I, the student, <u>have used</u> the IRS DRT in FAFSA on the Web to transfer my (and, if married, my spouse's) 2021 IRS income information into my FAFSA.

I, the student, <u>have not yet used</u> the IRS DRT, but I will use the tool to transfer my (and, if married, my spouse's) 2021 IRS income information into my FAFSA and h as filed my 2021 IRS tax return.

I, the student, am <u>unable or choose not to</u> use the IRS Data Retrieval Tool in FAFSA on the Web, and instead will submit to the schoola 2021 IRS Tax Return Transcript(s) or a "Signed" copy of the 2021 1040 income tax return that was submitted to the IRS.

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

- <u>Get Transcript by Mail</u> Go to <u>www.irs.gov</u>, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and *NOT* the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- <u>Get Transcript Online</u> Go to <u>www.irs.gov</u>, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and *NOT* the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-asyou-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.

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Check here if a 2021 IRS Tax Return Transcript(s) is provided.

- Check here if a 2021 1040 IRS Tax Return is provided.
- 2. TAX RETURN NONFILERS—Complete this section if you, the student (and, if married, your spouse), did not file and was <u>not required</u> to file a 2021 income tax return with the IRS.

#### Check the box that applies:

The student (and, if married, the student's spouse) was not employed and had no income earned from work in 2021.

The student (and/or the student's spouse if married) was employed in 2021 and has listed below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is attached. Attach copies of all 2021 W-2 forms issued to you (and, if married, to your spouse) by employers. *List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and SSN at the top.* 

Employer's Name	2021 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000.00	Yes

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2021 that indicates a 2021 IRS income tax return was not filed with the IRS.

\_\_\_\_ Check here if "Verification of Non-Filing Letter" is provided

\_\_\_\_Check her if "Verification of Non-Filing Letter' 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 must sign this worksheet. If married, the spouse's signature is optional.

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

Spouse's Signature

Date

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the financial aid office at your school.

> Mars Hill University Office of Financial Aid P. O Box 6686 Mars Hill, NC 28754

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