

# 2023–2024 Verification Worksheet: V1

## Dependent Student



Your FAFSA was selected by the U.S. Department of Education for a review process called "Verification."  
 "Verification" is a federal process which must be completed before your financial aid can be finalized.

### Dependent Student's Information

Student Last Name	Student First Name	Student M.I.	Student Cairn ID (If unknown use Social Security Number)
Student Street Address (include apt. no.)			Student Date of Birth
City	State	Zip Code	Student Cell Phone Number

### Household Size Information:

- List **yourself** (the student) below.

Full Name	Age

- List **your parent(s)** below.

- If your legal parents are married to each other, or not married to each other **and** live together, list both below.
- If your legal parent has married/remarried, list your legal parent and your stepparent below.
- If your legal parents are separated or divorced, list only the parent whose information you provided on the FAFSA.

Full Name	Age	Relationship

- List below your **parents' other children** (even if they do not live with your parents) if (a) your parent(s) will provide more than half of their support between July 1, 2023 and June 30, 2024, or (b) the children could answer "No" to every question in Step Three of the FAFSA that means the child is dependent and is required to include parent information on the FAFSA.
- List **other people only** if they now live with your parent(s) **AND** get more than half of their support from your parent(s), **AND** will continue to get this support between July 1, 2023 and June 30, 2024.

Full Name	Age	Relationship	College*	Will be Enrolled at Least Half Time (yes/no)

- \*For those listed above who will be attending college **AND** enrolled in a degree or certificate program at least half-time between July 1, 2023 and June 30, 2024, provided the name and state of the college.  
*Attach a separate sheet if you need more space for additional household members.*

### Tax Return Information:

Both student and spouse must provide 2021 Federal tax information to complete verification. This may be provided by using the IRS Data Retrieval Tool (IRS DRT) when completing the 2023-24 FAFSA. If you are unable to use the IRS DRT, please request a 2021 IRS Tax Return Transcript from [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript).

(over)

**STUDENT:**

Did you File taxes in 2021? If yes complete below, if no complete the “Non-tax filer” section

**Tax Filer information (check one) -**

- I used the IRS Data Retrieval Tool (IRS DRT) to add my 2021 filed tax information to my FAFSA
- I will update my FAFSA using the IRS Data Retrieval Tool.
- If you are unable to use the IRS DRT, please request a 2021 IRS Tax Return Transcript from [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript) and provide a copy to the Financial Aid Office.  
NOTE: Please request the **Tax Return Transcript** and **not** the Tax Account Transcript.
- OTHER:** Check here  if you **amended** your tax return, check here  if you **will be** filing your 2021 taxes

**For Non-tax filer information (check one) -**

- I was not employed in 2021 and had no income earned from work in 2021.
- I worked but was not required to file a 2021 Federal Tax Return; submit copies of W2 statement(s) from employer(s) and complete the section below and attach W-2(s) from employer(s).

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

**PARENT(s):**

Did you File taxes in 2021? If yes complete below, if no complete the “Non-tax filer” section

**Tax Filer information (check one) -**

- The parent used the IRS Data Retrieval Tool (IRS DRT) to add my 2021 filed tax information to my FAFSA
- The parent will update the FAFSA using the IRS Data Retrieval Tool.
- If the parent is are unable to use the IRS DRT, please request a 2021 IRS Tax Return Transcript from [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript) and provide a copy to the Financial Aid Office.  
NOTE: Please request the **Tax Return Transcript** and **not** the Tax Account Transcript.
- OTHER:** Check here  if you **amended** your tax return, check here  if you **will be** filing your 2021 taxes

**For Non-tax filer information (check one) -**

- Neither Parent was employed, and neither had income earned from work in 2021. Please provide a “Verification of Non-Filing Letter” (see below).
- The parent(s) worked but were not required to file a 2021 Federal Tax Return; submit copies of W2(s) statement from employer(s) and a “Verification of Non-Filing Letter” (see below).
  - Request a transcript of “**Verification of Non-Tax Filing Letter**” from the IRS [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript) (or other relevant tax authority) dated on or after October 1 2021 indicating that a 2021 IRS income tax return was not filed.
  - Complete the section below and attach W-2s.

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

**CERTIFICATION:**

Each person signing this form certifies that all the information reported on it is complete and correct. The student and at least one parent must sign and date.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**WARNING: If you purposefully give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.**  
You should make a copy of this worksheet for your records.