

2023–2024 Verification Worksheet: V1

Independent 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.

Independent 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

- If MARRIED, list **your spouse** below. If your spouse will be attending college **AND** enrolled in a degree or certificate program at least half-time between July 1, 2023 and June 30, 2024, provide the name of the college.

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

- List **your children** below if you will provide more than half of their support from July 1, 2023 through June 30, 2024.
- List **other people only** if they now live with you **AND** get more than half of their support from you, **AND** will continue to get this support from July 1, 2023 through June 30, 2024.

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

- *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, provide the name and state of the college. DO NOT include dual-enrollment for high school students.

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.

(over)

STUDENT (If you are married and file taxes jointly please complete)

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 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. Please provide a “Verification of Non-Filing Letter” (see below).

I worked but was not required to file a 2021 Federal Tax Return; submit copies of W2 statement(s) 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 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>

SPOUSE (If married filing taxes jointly, skip this section and go to the Certification section below):

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

Tax Filer information (check one) -

Please request a 2021 IRS Tax Return Transcript from 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 did not work in 2021. *I was not employed in 2021 and had no income earned from work in 2021.* Please provide a “Verification of Non-Filing Letter” (see below).

I worked but was not required to file a 2021 Federal Tax Return; submit copies of W2 statement(s) 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 dated on or after October 1 2021 indicating that a 2021 IRS income tax return was not filed.
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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 must sign this worksheet. If married, the spouse’s signature is optional.

Student Signature

Date

Spouse 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.