# 2023–2024 Verification Worksheet Dependent Student

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal regulations state that before disbursing Federal Student Aid, we may ask you to confirm the data you and your parents reported on your FAFSA to verify that you provided accurate information. If there are differences, your FAFSA 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.

A. Dependent Student's Information							
Student's Last Name	Student's First Name	Student's M.I.					
Student's Home Phone	Number (include area code)		Student's Alternate or Cell Phone #				

#### **B.** Dependent Student's Family Information

#### List below the people in your parent(s)' household. Include:

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2023, through June 30, 2024, or if the other children would be required to provide parental 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 your parent(s).
- Other people if they now live with your parent(s) and your parent(s) 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, excluding your parent(s), who will be enrolled, <u>at least half time</u> in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2023, and June 30, 2024. *If more space is needed, attach a separate page with the student's name at the top.* 

Full Name	Age	Relationship	College	Will be Enrolled		
				at Least Half		
				Time		
Missy Jones (example)	18	Sister	Central University	Yes		
		Self				
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### C. Dependent Student's Income Information to Be Verified

**TAX RETURN FILERS—Important Note:** If the student filed an <u>amended</u> 2021 IRS tax return, please submit a signed copy to the Financial Aid Office.

**Instructions**: Complete this section if the student, filed 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 the student has not already used the tool, go to studentaid.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 student is eligible to use the IRS Data Retrieval Tool to transfer 2021 IRS income tax information into the student's FAFSA.

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Check the box that applies:						
The student <u>has used</u> the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2021 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.						
The student <u>has not yet used</u> the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2021 IRS income information into the student's FAFSA once the student has filed a 2021 IRS tax return. See instructions above for information on how to use the IRS Data Retrieval Tool.						
The student is <u>unable or chooses not to</u> use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit to the school a <b>signed copy of the student's 2021 federal 1040 income tax return.</b>						
<b>TAX RETURN NONFILERS</b> —Complete this section if the student will not file and is <u>not required</u> to file a 2021 income tax return with the IRS.						
Check the box that applies:						
The student was not employed and had no income earned from work in 2021.						
The student was employed in 2021 and has listed below the names of all the student's employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is attached. Attach copies of all 2021 IRS W-2 forms issued to the student by employers. List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.						
Employer's Name	2021 Amount Earned	IRS W-2 Attached?				
Suzy's Auto Body Shop (example)	\$2,000.00(example)	Yes(example)				

- **D. Parent's 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.
  - **TAX RETURN FILERS—Important Note:** If the student's parent(s), filed or will file, an <u>amended</u> 2021 IRS, please submit a signed copy to the Financial Aid Office.

**Instructions:** Complete this section if the student's parent(s) <u>filed or will file</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 the student's parent(s) has not already used the tool, the parent and the student should go to <u>FAFSA.gov</u>, 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 2021 IRS income tax information into the student's FAFSA.* 

Check	the	box	that	ap	plies:
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The student's parent <u>has used</u> the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2021 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.
The student's parent <u>has not yet</u> used the IRS Data Retrieval Tool, but will use the tool to transfer 2021 IRS income information into the student's FAFSA once the parent's IRS tax return has been filed. <i>See instructions above for information on how to use the IRS Data Retrieval Tool.</i>
The parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the student's school a signed copy of the parent's 2021 federal 1040 income tax return.

**IF YOU ARE A NON-FILER, YOU MUST SUBMIT PROOF OF NON-FILING.** To do this, you can order a Tax Return Transcript from the IRS using one of the 2 options:

- 1) Order IRS Tax Return Transcript Online (USPS snail mail delivery)
  - To use **Get Transcript by Mail**, you need your Social Security number (SSN), date of birth, and address from your latest tax return.
  - Visit: <u>www.irs.gov/help/tools</u>, click on Get Transcript and follow the instructions.
- 2) Order IRS Tax Return Transcript by Phone (USPS snail mail delivery)
  - Call: 1-800-908-9946
  - Press 1 for English or 2 for Spanish
  - Enter your Social Security Number
  - Press 1 to confirm your Social Security Number or 2 to enter it again
  - Enter the numbers in your street address
  - Press 2 to order a tax return transcript
  - Enter the year you are requesting a tax return transcript
  - Press 1 to confirm the year or 2 to enter a different year
  - Your transcript will arrive in 5 to 10 days via mail

## IF YOU ARE UNABLE TO OBTAIN VERIFICATION OF NON-FILING FROM THE IRS, PLEASE CONTACT THE FINANCIAL AID OFFICE AT 330-471-8159 OR FINAID@MALONE.EDU.

### Check the box that applies:

L	The parent(s) was not employed and had no income earned from work in 2021.
	The parent(s) was employed in 2019 and has listed below the names of all the parent's employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is attached. Attach copies of all 2021 IRS W-2 forms issued
	to the parent(s) by employer(s). List every employer even if they did not issue an IRS W-2 form. If more space is needed,
	attach a separate page with the student's name and Social Security Number at the top

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

## E. Parent's Other Information to Be Verified

1	parent has indicated belowhom the child support annual amount of child support documentation of the pa	of the student's parents paid dent's parents listed in Section ow the name of the person we was paid, the names of the coupport that was paid in 2021 yment of child support. If you Social Security Number at the	on B of the body of the base o	his worksheet paid c the child support, the for whom child supp h child. If asked by	e name of the ort was paid, the school, I was	person to and the tot will provide	al e
	Name of Person Who Paid	Name of Person to Whom	ı N	ame of Child for	Age of	Amoun	t of
	Child Support	Child Support was Paid		hom Support Was	the Child	Child Su	
				Paid		Paid in 2021 \$6,000.00	
	Marty Jones	Chris Smith (example)		Terry Jones			
F.	Certification and Signatures  Each person signing this worksheet certifies that all of the information reported on it is complete and correct.  The student and one parent must sign and date.		informa	NG: If you purposely giv tion on this worksheet, ed to jail, or both.			
	Student's Signature  Parent's Signature			Date			
				Date			
	Return completed form to:  Malone University  Financial Aid Office  2600 Cleveland Ave. N.W.						

Financial Aid Office 2600 Cleveland Ave. N.W. Canton, OH 44709 Fax number 330-471-8652