# 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. Federal regulations state that before disbursing Federal Student Aid, we may ask you to confirm the data you reported on your FAFSA to verify that you provided accurate information. If there are differences, your FAFSA may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents.

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 #			

## **Independent Student's Family Information**

Independent Student's 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
Marty Jones(example)	28	Wife	Central University	Yes
		Self		
				_

#### Student's Income Information to Be Verified

**1. TAX RETURN FILERS—Important Note:** If the student filed an <u>amended</u> 2021 IRS tax return, the student submit a signed 1040X.

**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 <u>studentaid.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 student 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	an	nlies:
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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. <i>See instructions above for information on how to use the IRS Data Retrieval Tool.</i>
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 and spouse's (if applicable) 2021 federal 1040 income tax return.</b>

- **2. 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: www.irs.gov/help/tools and 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:

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)

## Independent Student's Other Information to Be Verified

Con	Either I, or if married my below the name of the per names of the children for each child. If asked by my	rson who paid the child support whom child support was paid, a v school, I will provide docume	B of this worksheet, paid child s , the name of the person to whon and the total annual amount of ch ntation of the payment of child s	n the child su nild support th	pport was paid, the hat was paid in 2020
N	Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Age of the Child	Amount of Child Support Paid in 2021
	Marty Jones(example)	Chris Smith	Terry Jones		\$6,000.00
I o	fication and Signature certify that all of the information orksheet is complete and corgunities worksheet. If married optional.	tion reported on this rect. The student must	WARNING: If you purposely giv information on this worksheet, sentenced to jail, or both.		
Student's Signature		Date			

Return completed form to:
Malone University
Financial Aid Office
2600 Cleveland Ave. N.W.
Canton, OH 44709
Fax number 330-471-8652
finaid@malone.edu