



2023-2024 Dependent Verification Worksheet

What is Verification?

Your FAFSA application was selected by the US Department of Education for review in a process called "Verification". The Office of Financial Assistance must verify the information you reported on your FAFSA. If there are any differences, your FAFSA information may need to be corrected. The Financial Aid Office cannot make any federal financial aid payments available to you until all verification requirements have been met.

What Are the Steps?

- 1. Complete the IRS Data retrieval through the FAFSA (studentaid.gov).
2. If you cannot complete Step 1, you may order a TAX RETURN TRANSCRIPT from the Internal Revenue Service online at www.irs.gov, or by phone at 1-800-908-9946. Obtain a 2021 Federal IRS Tax Return Transcript for yourself and your parent(s), or submit a signed copy of the 2021 income tax return(s) and applicable schedules.
3. Complete and sign this worksheet - you and at least one parent must sign.

A. Student Information

Legal Last Name First Name MI ID Number
Address (include apt #) Date of Birth
City State Zip Code Cell Phone Number

B. Family Information

- List the people in your household between July 1, 2023 and June 30, 2024. Include yourself, your parent(s) (including stepparent) that you live with, and your parent(s) other children if your parent(s) provide more than half of their support. Include other people only if they now live with you and your parent(s) provide more than half of their support and will continue to provide more than half of their support from July 1, 2023 - June 30, 2024.
Please include in the space below information about any household member, excluding the parents, who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2023 and June 30, 2024. Include the name of the college.

Table with 4 columns: Name, Age, Relationship, College. Includes a pre-filled row for 'Self' at 'Nichols College' and several empty rows for other household members.

(over)

C. Student Income Information

Check the appropriate boxes below and provide the requested information and documents.

- The student was not employed and had no income earned from work in 2021.
- The student used the IRS Data Retrieval Tool to transfer my 2021 income information to the FAFSA and did not make changes to that information.
- The student did not (or could not) transfer my 2021 income tax information to the FAFSA using the IRS Data Retrieval Tool. I have attached a copy of my 2021 IRS Tax Return Transcript, or a **signed** copy of my 2021 income tax return and applicable schedules.
- The student worked in 2021 but is not required to file a tax return. If you are not required to file, you must provide a copy of your 2021 W-2 from all sources of income.
 - All applicable W-2's included

D. Parent(s) Income and Benefit Information

Check the appropriate boxes below and provide the requested information and documents.

- Neither parent was employed and had no income earned from work in 2021. Submit a 2021 IRS Verification of Non-Filing Letter (IRS.gov).
- Parent(s) used the IRS Data Retrieval Tool to transfer their 2021 income information to the FAFSA and did not make changes to that information.
- Parent(s) did not (or could not) transfer their 2021 income tax information to the FAFSA using the IRS Data Retrieval Tool. I have attached a copy of their 2021 IRS Tax Return Transcript(s), or a **signed** copy of their 2021 income tax return and applicable schedules.
 - If filing separately, please submit a copy of spouse's 2021 IRS Tax Return Transcript.
- The parent(s) worked in 2021 but is not required to file a tax return. If you are not required to file, you must provide a copy of your 2021 W-2 from all sources of income and IRS Verification of Non-Filing Letter (IRS.gov).
 - All applicable W-2's included
- I **paid** child support in the amount of \$ _____ (yearly total) in the year 2021 to _____ (name of adult recipient) for the following children _____ (name each child) residing at _____ (address).

E. Certification

I certify that all the information reported to qualify for Federal student aid is complete and correct. If you purposely give false or misleading information, you may be fined, be sentenced to jail or both.

Student's Signature

Date

Parent's Signature

Date