

**2022-2023 INDEPENDENT
VERIFICATION WORKSHEET**

Your 2022-2023 FAFSA (Free Application for Federal Student Aid) was selected for review in a process called verification. Before awarding Federal Student Aid, you must confirm the information you and your spouse, (if applicable) reported on the FAFSA. Please complete and sign this worksheet. You may be asked for additional information, which should be promptly submitted to avoid a delay in processing your financial aid.

STEP 1- STUDENT INFORMATION

<i>Last Name</i>	<i>First Name</i>	<i>Student Identification Number</i>
<i>Permanent Address - Street</i>	<i>City/State Zip</i>	<i>Date of Birth</i>
<i>Local Phone Number (include Area Code)</i>	<i>Permanent Phone Number (include Area Code)</i>	

STEP 2- FAMILY INFORMATION

Our records show you completed the FAFSA as an **Independent Student**. Please complete the section below and include:

- Yourself; and your spouse if married.
- Your children, if you will provide more than half of their support from July 1, 2022 through June 30, 2023. Include children who meet this standard, 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 their support through June 30, 2023.
- Include the name of the college for any household member, who will be enrolled at least half-time in a program that leads to a college degree or certificate between July 1, 2022 and June 30, 2023.

Full Name	Age	Relationship	Name of College/University	Will be enrolled at least half-time
		Self	Johnson C. Smith University	

****Attach a separate sheet if not enough space****

STEP 3- STUDENT/SPOUSE INCOME INFORMATION- CALENDAR YEAR 2020

Tax Return Filer: The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](https://fafsa.gov).

- ☐ I have utilized the IRS DRT when completing the FAFSA and did not change the data.
- ☐ I did not or was unable to utilize the IRS DRT. I am submitting a copy of the 2020 IRS tax return transcript (see instructions) or a signed copy of the 2020 income tax return and applicable schedules.

Non Tax Return Filer: If you or your spouse did not and are not required to file a 2020 Federal Income Tax Return, complete the section below and submit a confirmation of non-filing from the IRS (see instructions for obtaining these documents):

- ☐ The student and spouse were not employed and had no income earned from work in 2020.
- ☐ The student and/or spouse were employed in 2020 and were not required to file a 2020 income tax return. Complete the table below and attach copies of all 2020 W-2 forms.

Source of Income (Fill out only if you did NOT file taxes)	IRS W-2's provided	Amount Earned in 2020
TOTAL		

STEP 4- CERTIFICATION: By signing this worksheet, I certify all information reported is complete and correct:

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to prison, or both.

Student Signature Date Student Name (Please Print)

Spouse's Signature (If student is married) Date Spouse Name (Please Print)

INSTRUCTIONS FOR OBTAINING REQUIRED INCOME TAX INFORMATION

A **2020 IRS Tax Return Transcript** may be obtained through:

- Get Transcript Online – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- Get Transcript by Mail – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

A **2020 IRS Verification of Non-Filing** may be obtained through:

- Get Transcript Online – Go to www.irs.gov, choose "Get Your Tax Record." Select "Get Transcript Online." Request the "IRS Verification of Non-Filing". To use this tool, the following is required 1) access to a valid email address, 2) a text enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and 3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan).
- Get Transcript by Mail – Go to www.irs.gov, chose "Get Your Tax Record." Select "Get Transcript by Mail." Request the "IRS Verification of Non-Filing." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
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