

## 2023-2024 DEPENDENT VERIFICATION WORKSHEET

Your 2023-2024 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 parents 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 (SID)</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 that you are a **Dependent Student**. Please complete the section below and include:

- Yourself
- Your Parent(s)
- Your parent’s other dependent children if
  - (a) your parent(s) will provide more than half of their support from July 1, 2023 through June 30, 2024, or if
  - (b) the children would be required to provide parental information when applying for Federal Student Aid
- Other people only if they now live with your parent(s)’ and your parents will 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 dependent household member, who will be enrolled at least half-time in a program that leads to a college degree or certificate between July 1, 2023 and June 30, 2024.

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 INCOME INFORMATION – CALENDAR YEAR 2021**

**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](http://FAFSA.gov).

- I have utilized the IRS DRT when completing the FAFSA and have not changed the data.
- I did not or was unable to utilize the IRS data retrieval tool. I am submitting a copy of **the 2021 IRS tax return transcript (see instructions) or a signed copy of the 2021 income tax return and applicable schedules.**

**Non Tax Return Filer:** If you are not required to file a 2021 Federal Income Tax Return, complete this section below:

- I was not employed and had no income earned from work in 2021.
- I was employed in 2021 and was not required to file a 2021 income tax return. Complete the table below and attach copies of all 2021 IRS W-2 or equivalent forms.

Source of Income (Fill out only if you did NOT file taxes)	IRS W-2's provided	Amount Earned in 2021
<b>TOTAL</b>		

**STEP 4- PARENT INCOME INFORMATION – CALENDAR YEAR 2021**

**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](http://FAFSA.gov).

- My parent(s) utilized the IRS DRT when completing the FAFSA and did not change the data.
- My parent(s) did not or was unable to utilize the IRS data retrieval tool. I am submitting a copy of the 2021 IRS tax return transcript **the 2021 IRS tax return transcript (see instructions) or a signed copy of the 2021 income tax return and applicable schedules.**

**Non Tax Return Filer:** If your parent(s) are not required to file a 2021 Federal Income Tax Return, complete this section and submit a confirmation of non-filing from the IRS (see instructions for obtaining these documents):

- My parent(s) were not employed and had no income earned from work in 2021.
- My parent(s) were employed in 2021 and not required to file a 2021 income tax return. Complete the table below and attach copies of all 2021 IRS W-2 or equivalent forms.

Source of Income (Fill out only if you did NOT file taxes)	IRS W-2's provided	Amount Earned in 2021
<b>TOTAL</b>		

**STEP 5- CERTIFICATION:** Each person signing this worksheet certifies that all of the information reported on it 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.

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Student Name (Please Print) \_\_\_\_\_

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Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_ Parent Name (Please Print) \_\_\_\_\_

## INSTRUCTIONS FOR OBTAINING REQUIRED INCOME TAX INFORMATION

A **2021 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by Mail – Go to [www.irs.gov](http://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.
- Get Transcript Online – Go to [www.irs.gov](http://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.
- 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 **2021 IRS Verification of Non-Filing** may be obtained through:

- Get Transcript Online – Go to [www.irs.gov](http://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](http://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.
- Automated Telephone Request – Call 1-800-908-9946. Request the "IRS Verification of Non-Filing." Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.