

2023-2024 Verification Worksheet  
Federal Student Aid Programs

Your application was selected by the U.S. Department of Education for review in a process called “**Verification.**” Financial aid will be placed on **hold** until the process is completed. **Please read instructions in their entirety.**

A. Student Information

Student's Last Name First Name M.I. Social Security Number

B. Household Information

List the people that your parent(s) will support between **July 1, 2023 and June 30, 2024**. Include:

- **Yourself, your parent/stepparent(s), and your parent(s)' dependent children** (if your parent(s) provide more than half support, or if they would be required to give parental information when applying for Federal aid). Include other people as part of your family only if they lived with your parent(s) and got more than half their support from your parent(s) at the time you completed your student aid application AND will continue to get more than half their support from July 1, 2023 through June 30, 2024. Any parent who lives in the household with the student is required to provide all information on the FAFSA, regardless of marital status.

*Write the names of all family members. Also write in the name of the college for any family member who will be attending college at least half-time between July 1, 2023 and June 30, 2024 and will be enrolled in a degree or certificate program. (If you need more space, attach an extra sheet.)*

Full Name	Age	Relationship	College
		Self	Centre College
		Parent	

C. Income Information

Check one:

\_\_\_\_ Parent filed a 2021 Federal Income Tax return.

\_\_\_\_ Parent was not employed and had no income from work in 2021. Must provide Verification of Non-filing Letter from IRS.

\_\_\_\_ The Parent was employed in 2021 and did not file taxes, and was not required to file a tax return. Please complete table below. You are **required** to attach copies of all 2021 IRS W-2 forms issued to the parent(s) if not filing a federal tax return. List every employer even if they did not issue an IRS W-2 form. Must provide Verification of Non-filing Letter from IRS.

Employer's Name	2021 Amount Earned	Was IRS W-2 issued?	Is IRS W-2 Attached?

Check one:

\_\_\_\_ Student filed a 2021 Federal Income Tax return.

\_\_\_\_ Student was not employed, had no income from work, and was not required to file a tax return in 2021.

\_\_\_\_ The Student was employed in 2021 and did not file taxes, and was not required to file a tax return. Please complete table below. You are **required** to attach copies of all 2021 IRS W-2 forms issued to the student if not filing a federal tax return. List every employer even if they did not issue an IRS W-2 form. (Don't forget Centre if you had Work Study.)

Employer's Name	2021 Amount Earned	Was IRS W-2 issued?	Is IRS W-2 Attached?

Continued on back

1.	Payments to tax deferred pension and savings plans (paid directly or withheld from earnings.)	\$	\$
2.	Child support <b>received</b> for all children. Do not include foster or adoption payments.	\$	\$
3.	Housing, food and other living allowances paid to members of the clergy or others.	\$	\$
4.	Veterans noneducation benefits such as Disability, Death Pension, or Dependency & Indemnity. Compensation (DI) and/or VA Educational Work-Study allowances.	\$	\$
5.	Other untaxed income not reported, such as worker's compensation, disability, untaxed portions of health savings accounts from IRS Form 1040 Schedule 1- Line 12, etc. <b>Don't include Social Security Benefits.</b>	\$	\$

**Additional Required Information**

1. During 2021 was child support paid by any member of the above-listed household? \_\_\_\_ Yes \_\_\_\_ No

If yes, name of household member who paid child support: \_\_\_\_\_

Amount of child support paid in 2021: \$\_\_\_\_\_ Name of **person** to whom child support was paid in 2021: \_\_\_\_\_

Names and ages of **children** for whom child support was paid in 2021 (if you need more space, attach an extra sheet):

Name	Age	Name	Age

2. During 2022 or 2021 did any member of the above-listed household receive Food Stamps – Supplemental Nutrition Assistance Program (SNAP) benefits? \_\_\_\_ Yes \_\_\_\_ No

If yes, name(s) of household member(s) who received these benefits: \_\_\_\_\_

Both the student and the parent are required to submit 2021 Federal tax information. (Note: if the student or parent filed an amended 2021 IRS tax return, please call our office.) **The 3 acceptable methods to submit Federal tax information are:**

- 1) **Signed Copy of 2021 1040 federal tax return:** Please sign and return a copy along with all schedules and W-2's. **OR**

- 2) **IRS Data Retrieval Tool:**

Directly import 2021 IRS data into your FAFSA: Log into [studentaid.gov](https://studentaid.gov), select Make Correction. Choose 2023-24 FAFSA. Click on Financial Information tab. Select Already Completed from drop down box. Enter Parent FSA ID and click on Link to IRS. Continue to IRS.gov site. Enter Info as requested and submit. Click on box under "Transfer My Tax Information into the FAFSA." Then click Transfer Now. Transferred data will be encrypted. Remember to electronically sign and submit the FAFSA again. **OR**

- 3) **IRS Tax Return Transcript:**

Submit your 2021 Tax Return Transcript. Go to [www.irs.gov](https://www.irs.gov). Click on "Get Your Tax Record," then click "Get Transcript Online" or "Get Transcript by Mail." Create an account. Select Tax Return Transcript for 2021. Mail or email PDF to the address below. Please remember to put student's name on the transcript!

**If you did not file a 2021 federal tax return:**

Parents are required to submit proof of non-filing from the IRS if a 2021 tax return was not filed. Follow the same instructions as transcript above, but select "Verification of Non-filing Letter" instead of tax return transcript. If you are an independent student on the FAFSA who is not required to file a federal tax return, you must obtain a verification of non-filing status letter.

*Each person signing this worksheet certifies that all of the information reported on it is complete and correct.*

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date