

# 2023–2024 Verification Worksheet

## Independent Student

Your 2023 –2024 Free Application for Federal Student Aid (FAFSA) was selected for verification. Federal law requires that a student provide documentation to a financial aid administrator to confirm the information reported on the FAFSA prior to aid being disbursed. The Office of Financial Aid will compare your FAFSA with the information on this worksheet and other required documents. If there are differences, your FAFSA information will be updated. You must complete and sign this worksheet, attach any required documents, and submit these forms to The Office of Financial Aid. If you have questions about this process, contact your financial aid counselor.

### A. Independent Student’s Information

Student’s Last Name	Student’s First Name	Student’s M.I.	Student’s UF ID Number
Student’s Street Address (include apt. no.)			Student’s Social Security Number
City	State	Zip Code	Student’s Date of Birth
Student’s Home Phone Number and Alternate Phone Number (include area code)			Student’s Email Address

### B. Independent Student’s Family Information

List below the people in the student’s household. Include:

- The student.
- The student’s spouse, if the student is married.
- The student’s or spouse’s children if the student or spouse will provide more than half of the children’s support from July 1, 2023, through June 30, 2024, even if a child does not live with the student.
- Other people if they now live with the student and the student or spouse provides more than half of the other person’s support, and will continue to provide more than half of that person’s support through June 30, 2024.

Include in the space below the name of college for any household member who is, or 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.

*If more space is needed, provide a separate page with the student’s name and ID number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
<i>Marty Jones (example)</i>	<i>28</i>	<i>Wife</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

**NOTE:** We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

**C. STUDENT INFORMATION TO BE VERIFIED: PROVIDE INFORMATION UNDER 1 OR 2 BELOW.**

1. **TAX FILERS:** COMPLETE THIS SECTION IF THE STUDENT AND SPOUSE FILED OR WILL FILE A 2021 IRS INCOME TAX RETURN(S). *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).* In most cases, no further documentation is needed to verify 2021 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

**Check one box below:**

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2020 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2021 IRS income tax return information into the student's FAFSA.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules**. \*\*\*If the student and spouse filed separate 2021 IRS income tax returns, the IRS DRT cannot be used and the **2021 IRS Tax Return Transcripts or a signed copy of the 2021 income tax return and applicable schedules** must be provided for each.

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.

2. **NON-TAX FILERS:** COMPLETE THIS SECTION IF YOU WILL NOT FILE AND ARE NOT REQUIRED TO FILE A 2021 INCOME TAX RETURN WITH THE IRS.

**Check the box that applies:**

- The student and spouse were not employed and had no income earned from work in 2021.
- The student and/or spouse were employed in 2021 and have listed below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form or an equivalent document is provided. **Provide copies of all 2021 IRS W-2 forms** issued to the student and spouse by their employers. List every employer even if the employer did not issue an IRS W-2 form.

*If more space is needed, provide a separate page with the student's name and ID number at the top.*

Employer's Name	2021 Amount Earned	IRS W-2 or an Equivalent Document Provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

**Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2022, that indicates a 2021 IRS income tax return was not filed with the IRS or other relevant tax authority.**

- Check here if confirmation of nonfiling is provided.
- Check here if confirmation of nonfiling will be provided later.

**D. Certification and Signature**

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

**WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.**

\_\_\_\_\_   
Print Student's Name

\_\_\_\_\_   
Student's ID Number

\_\_\_\_\_   
Student's Signature (Required)

\_\_\_\_\_   
Date

\_\_\_\_\_   
Spouse's Signature (Optional)

\_\_\_\_\_   
Date

***Do not mail this worksheet to the U.S. Department of Education.  
Submit this worksheet to the financial aid administrator at your school.***

***The University of Findlay  
Office of Financial Aid  
1000 N Main St  
Findlay OH 45840  
Upload to action item via Workday***

***You should make a copy of this worksheet for your records.***