



STANDARD VERIFICATION WORKSHEET

2023-24

Your 2023-24 FAFSA was selected by the U.S. Department of Education for a review process called "Verification." Under the financial aid program rules (34 CFR, Part 668), we are required to review the requested information and make necessary corrections. Please complete both sides of this form and submit all necessary signatures. Please note, this form will be returned and/or aid processing delayed if not fully completed.

1. STUDENT INFORMATION

Last name	First Name	M.I.	PIA ID or SSN
Address (include apt. no.)			
Preferred Phone		Preferred Email	

2. HOUSEHOLD INFORMATION

In the chart below, please list all household members, including parent/step-parent (if dependent), who fit the criteria outlined below. In addition, indicate which household members will be enrolled in college at least half-time and where they will be attending during the 2023-24 academic year. If you need more space, please attach a separate page.

Carefully read the following directions before completing the chart:

Dependent Student: Write the name, age and relationship to **YOU (THE STUDENT)** of all the people your parent(s) will support between July 1, 2023 and June 30, 2024. Include in your household:

- Yourself, even if you do not currently live with your parent(s)
- Your parent(s) (including step-parent)
- Your parent's other children, if your parent(s) will provide more than half of their support, even if they do not live in the household.
- Other people, if they will live with your parent(s), and your parent(s) will provide more than half of their support and will continue to provide more than half of their support during the year.

Independent Student: Write the name, age, and relationship to **YOU (THE STUDENT)** of all the people you (and your spouse) will support between July 1, 2023 and June 30, 2024. Include in your household:

- Yourself
- Your spouse, if married
- Your children, if you provide or will provide more than half of their support
- Other people, if they live with you and you provide more than half of their support and will continue to provide more than half of their support during the year.

NOTE: Incomplete forms will be returned for completion.

Full Name	Age	Relationship	College attending at least half time in 2023-24
		Self	PIA

Student Name _____

PIA ID# _____

3. INCOME INFORMATION

PLEASE READ CAREFULLY: For TAX FILERS, the easiest and preferred way to verify income is by utilizing the **IRS Data Retrieval Tool (IRS DRT)** during FAFSA completion. If you did not use the IRS DRT initially, re-visit [FAFSA.GOV](https://fafsa.gov) to utilize the tool and re-submit the FAFSA. This should be done for the student, parents (if dependent) and/or a spouse (if married).

Alternate Documentation: If you are unable or unwilling to use the IRS Data Retrieval Tool (IRS DRT), you must submit one of the following:

- A SIGNED copy of your 2021 Federal 1040 Tax Return, with all applicable schedules 1, 2 and/or 3.
- Federal Tax Return Transcript, which can be obtained at [IRS.GOV/get-transcript](https://irs.gov/get-transcript).

Student Section:

Did you, the student, file a 2021 federal tax return? Yes No

If YES, select one of the following options:

- The IRS DRT was used on the initial FAFSA submission (preferred method).
- I re-visited the FAFSA to utilize the IRS DRT option and re-submitted on _____, DATE.
- The IRS DRT was not used. Instead, alternate income verification documentation is attached (see above).

If NO, select one of the following options:

- I had no earnings from work in 2021.
- I had earnings from work in 2021, however, was not required to file a 2021 federal tax return.
(You MUST complete chart below and attach all 2021 W-2 forms)

Amount Earned	Employer

NOTE: Independent students, who are non-tax filers, must also submit a Verification of Non-filing Letter. To obtain, visit [IRS.GOV/gettranscript](https://irs.gov/gettranscript): Click *Get Transcript Online* or *Get Transcript by Mail* and follow the system prompts. *Dependent students can skip this step.

Parent Section (If Dependent):

Did you, the parent(s), file a 2021 federal tax return? Yes No

If YES, select one of the following options:

- The IRS DRT was used on the initial FAFSA submission (preferred method).
- I/we re-visited the FAFSA to utilize the IRS DRT option and re-submitted on _____, DATE.
- The IRS DRT was not used. Instead, alternate income verification documentation is attached (see above).

If NO, select one of the following options:

- I/we had no earnings from work in 2021.
- I/we had earnings from work, however, was not required to file a 2021 federal tax return.
(You MUST complete the chart below and attach all 2021 W-2 forms)

Parent Name	Amount Earned	Employer

NOTE: Non-tax filers must also submit a Verification of Non-filing Letter. To obtain, visit [IRS.GOV/get-transcript](https://irs.gov/get-transcript): Click *Get Transcript Online* or *Get Transcript by Mail* and follow the system prompts.

4. CERTIFICATION

By signing below, I (we) certify that all the information reported to qualify for Federal student aid is complete and accurate. If the student is dependent, both parent and student **MUST** sign. Electronic signatures cannot be accepted.

Student Date

Parent (if dependent) Date