



# OFFICE OF FINANCIAL AID

## 2023-2024 Dependent Verification Worksheet

Your application was selected for review in a process called “Verification.” In this process, your school will be comparing information from the FAFSA application with copies of you and your parent(s)’ **2021** Federal Signed Tax Returns/tax transcripts, or with W-2 forms and/or other financial documents. This process is required to receive Federal Student Aid. If there are differences between your application information and your financial documents, you or your school may need to make corrections electronically or by using your Student Aid Report (SAR). Complete this verification form and submit it to your financial aid administrator as soon as possible, so that your financial aid won’t be delayed. Your financial aid administrator will help you.

### What You Should Do

1. Collect you and your parent(s)’ financial documents (Federal **2021** IRS Signed Tax Returns or Tax Transcript(s), W-2 forms, etc.).
2. Complete and sign the worksheet—you and a parent whose income is listed on your FAFSA.
3. Submit the completed worksheet, tax forms (IRS Signed Taxes or Transcript, W2 Forms), and any other documents your school requests to your Financial Aid Office.
4. Your financial aid administrator will compare information on this worksheet and any supporting documents with the information you submitted on your application. You or your school may need to make corrections electronically or by using your SAR.
5. If you need additional space for any section, please attach a separate sheet.
6. Submit this completed form and all other requested documents to: Financial Aid Office PO Box 1000 Ferrum, VA 24088 or fax to (540) 365-4266

### A. Student Information

Last Name	First Name	MI	Student ID #
Address			Date of Birth
City	State	Zip	Phone Number
Student Email Address		Cell Phone #	Parent Day Contact # or Email Address

### B. Household Information and Number in College

Number of Household Members: List below the people in the parents’ household. Include:

- The student.
- The parents (including a stepparent) even if the student doesn’t live with the parents.
- The parents’ other children if the parents will provide more than half of the children’s support from July 1, 2023, through June 30, 2024, or if the other children would be required to provide parental information if they were completing a FAFSA for 2023–2024. Include children who meet either of these standards, even if a child does not live with the parents.
- Other people if they now live with the parents and the parents provide 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.

Number in College: Include in the space below information about any household member, excluding the parents, 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, and include the name of the college. 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 Attending	Enrolled at Least Half-Time (Yes/No)

## C. Students 2021 Tax and Income Information

1. Did you or were you required to file a 2021 Federal Income Tax Return?

YES

NO

If you DID NOT file or were not required to file, please list ANY income you received in 2021 below and from what source the income was from (i.e. odd job, work study, etc.) Attach copies of ALL Student W2 Forms for 2021.

Amt Received \$ \_\_\_\_\_ Source \_\_\_\_\_ W-2 Provided by Employer?  Yes  No  
Amt Received \$ \_\_\_\_\_ Source \_\_\_\_\_ W-2 Provided by Employer?  Yes  No

If the student WILL FILE a 2021 Federal Income Tax Return, check the box that applies:

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2021 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 with a **2021 IRS Tax Return Transcript(s)** or signed tax return.

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

- Get Transcript by MAIL – Go to <https://www.irs.gov/individuals/get-transcript> and click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- Get Transcript ONLINE – Go to <https://www.irs.gov/individuals/get-transcript> and click “Get Transcript ONLINE.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- Automated Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

## D. Parents 2021 Tax and Income Information

1. Did your parent(s) or were your parent(s) required to file a 2021 Federal Income Tax Return?

YES

NO

**IMPORTANT:** For parents who DID NOT file or were not required to file a 2021 Federal Income Tax Return, the parent **MUST** provide a **Verification of Non-Filing Letter** (confirmation that a tax return has not yet been filed) from the IRS or other relevant tax authority, dated on or after October 1, 2022. Parents can receive this document by 1. Completing a 4506T-EZ form (available online at [www.irs.gov](http://www.irs.gov)) and checking Box 7 or 2. Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click “Get Transcript Online” or “Get Transcript by Mail.” Make sure to request the “Verification of Non-Filing Letter.”

If the parent DID NOT file or was not required to file, please list ANY income they received in 2021 below and from what source the income was from (i.e. odd job, work study, etc.) Attach copies of ALL Parent W2 Forms for 2021.

Amt Received \$ \_\_\_\_\_ Source \_\_\_\_\_ W-2 Provided by Employer?  Yes  No  
Amt Received \$ \_\_\_\_\_ Source \_\_\_\_\_ W-2 Provided by Employer?  Yes  No

If the parent WILL FILE a 2021 Federal Income Tax Return, check the box that applies:

- The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2021 IRS income tax return information into the student's FAFSA.
- The parents have 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 parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2021 IRS Tax Return Transcript(s)** or signed tax returns.

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- Automated Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

## **E. Untaxed Income-Calendar Year 2021**

Report annual amounts for 2021. See reverse side for additional questions and more information regarding assets etc. **DO NOT LEAVE ANSWERS BLANK. If '0' please enter '0'**.

Student	<b><u>Additional Financial Information</u></b>	Parents
\$ _____	Education credits (American Opportunity Tax Credit and Lifetime Learning Tax Credit) from IRS Form 1040 Schedule 3-Line 3.	\$ _____
\$ _____	Child support paid because of divorce or separation or as a result of a legal requirement. <b>Don't include</b> support for children in your household, as reported in question 69.	\$ _____
\$ _____	Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.	\$ _____
\$ _____	Taxable college grant and scholarship aid <b>reported to the IRS as income.</b> Includes AmeriCorps benefits (awards, living allowances and interest accrual payments), as well as grant and scholarship portions of fellowships and assistantships.	\$ _____
\$ _____	Combat pay or special combat pay. Only enter the amount that was taxable and included in the adjusted gross income. Don't include untaxed combat pay.	\$ _____
\$ _____	Earnings from work under a cooperative education program offered by a college.	\$ _____
<b><u>Untaxed Income</u></b>		
\$ _____	Payments to tax-deferred pension and retirement savings plans (paid directly or withheld from earnings) including, but not limited to, amounts reported on the W-2 form in Boxes 12a-12d, codes D, E, F, G, H, and S. Don't include amounts reported in code DD (employer contribution toward employee health benefits).	\$ _____
\$ _____	IRA deductions and payments to self-employed SEP, SIMPLE, Keogh, and other qualified plans from IRS Form 1040 Schedule 1-total of lines 16+20.	\$ _____
\$ _____	Child support received for any of your children. <b>Don't include</b> foster care or adoption payments.	\$ _____
\$ _____	Tax exempt interest income from IRS Form 1040-line 2a.	\$ _____
\$ _____	Untaxed portions of IRA distributions and pensions from IRS Form 1040-line (4a + 5a) minus (lines 4b+5b). Exclude rollovers. If negative, enter zero here.	\$ _____
\$ _____	Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits). <b>Don't include</b> the value of on-base military housing or the value of a basic military allowance for housing.	\$ _____
\$ _____	Veterans non-education benefits such as Disability, Death Pension, or Dependency and Indemnity Compensation (DIC), and/or VA Educational Work-Study Allowances.	\$ _____
\$ _____	Other untaxed income not reported in items 44a through 44g, such as worker's compensation, disability benefits, untaxed foreign income, etc. Also include the untaxed portions of health savings accounts from IRS Form 1040 Schedule 1 line 13. <b>Don't include</b> extended foster care benefits, student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Innovation and Opportunity Act educational benefits, on-base military housing or a military housing allowance, combat pay, benefits from flexible spending arrangements (e.g. cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.	\$ _____
\$ _____	Money received, or paid on your behalf (e.g. bills), not reported elsewhere on this form. This includes money that you received from a parent or other person whose financial information is not reported on this form and that is not part of a legal child support agreement.	\$XXXXXXXX

## **F. Sign this Worksheet**

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date. Warning: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_