

2023-2024 Dependent Student Verification Worksheet

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. We are required by law to review selected FAFSA applications with actual tax documentation before disbursing federal student aid. If there are differences, your FAFSA information may need to be corrected. **Please complete ALL sections of this worksheet, attach all required tax documentation, and return to the Office of Financial Aid by one of the options listed below.** Incomplete forms and missing tax documents will delay processing.

A. STUDENT INFORMATION

Last Name	First Name	MI	Denison ID #
Permanent Address			Date of Birth
Email Address			() Preferred Phone

B. HOUSEHOLD AND COLLEGE INFORMATION

Carefully read the following instructions, and *in the table below, report:*

1. On the **first line** enter yourself (**student's name/age**)
2. On the next line(s) your parent(s) (including step-parent) that you live with, which should match your FAFSA, and is
 - o the parent you will live with the majority of the time through June 30, 2024. Do not include a non-custodial parent. If clarification is needed for divorced/separated/widowed parents, visit: studentaid.gov
3. Your parent(s) other children (**siblings/step-siblings**), even if they don't live with your parent(s), **IF** the parent(s) will provide more than half of their support from July 1, 2023, through June 30, 2024, **OR** if the other children would be required to provide parental information if completing a 2023-2024 FAFSA
4. Other people **IF** they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2024
5. **Number in College:** For each 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 anytime between July 1, 2023 and June 30, 2024, and include the name of the college and enrollment response of Yes or No.

If more space is needed, attach a separate page with the student's name and Denison ID # or last 4 digits of SSN.

Full Name	Age	Relationship	College	Enrolled At Least Half-Time?
		Self	Denison University	Yes

INSTRUCTIONS FOR SECTIONS C AND D

Tax Filers: The preferred way to verify **2021 tax information** is by using the **IRS Data Retrieval Tool** within the FAFSA. For security and privacy, all information transferred from the IRS Data Retrieval Tool will be masked, and students and parents will see "Transferred from the IRS." Follow the instructions below to determine if you are eligible to use the IRS Data Retrieval Tool. For parents who filed separate 2021 IRS income tax returns, the IRS Data Retrieval Tool cannot be used, and the tax information must be entered manually.

If you were not able to use the IRS Data Retrieval Tool you must provide a copy of your **2021 IRS Tax Return Transcript or a signed copy of the federal income tax return and applicable schedules (1, 2 and 3) for each tax filer**. If your parents are married or are unmarried and living together and filed separate returns, then tax transcripts or 1040 and schedules are required for each parent.

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

- Online Request - [IRS.gov](https://www.irs.gov) → “Get My Tax Record” → “Get Transcript Online” or “Get Transcript by Mail.”
 - o The requestor is required to establish an [ID.me](https://www.id.me) account as part of establishing an account with the IRS. Your Social Security number, driver’s license card, US passport or US passport card and access to your smartphone or computer with a camera are needed.
- Telephone Request - 1-800-908-9946 → Request an IRS Tax Return Transcript, (**NOT** the IRS Tax Account Transcript)
- Paper Form Request - IRS Form 4506T-EZ or IRS Form 4506-T

Amended Tax Returns: If you or your parent(s) filed an amended 2021 IRS income tax return (Form 1040X), submit a signed copy in addition to the 2021 Tax Return Transcript or a signed copy of the 2021 IRS Form 1040 and all schedules.

Parent Non-Tax Filers: If your parents(s) did not, will not, and were not required to file a 2021 IRS income tax return, **request and attach a copy of your parent(s) 2021 IRS Verification of Non-Filing Letter** dated on or after October 1, 2022. To obtain a 2021 Verification of Non-Filing Letter, go to [IRS.gov](https://www.irs.gov), select “Get My Tax Record,” click “Get Transcript Online.” The non-filing letter is considered a transcript type. **Attach copies of all 2021 W-2(s) and/or 1099(s).**

C. PARENT INCOME INFORMATION: Check the box that applies:

- My parent(s) income was reported on my FAFSA using the IRS Data Retrieval Tool.
- My parent(s) filed a 2021 IRS income tax return but could not use the IRS DRT. Attached is a copy of the 2021 IRS tax return transcript(s) or 1040(s) and schedules.
- My parent(s) did NOT work and did not - and were not required to - file a 2021 income tax return. Attached is the 2021 IRS Verification of Non-Filing Letter.
- My parent(s) did NOT - and were not required to - file an IRS tax return but earned income in 2021. Complete the following chart and attach applicable 2021 W-2(s) and/or 1099(s).

Parent Source(s) of Income for NON-TAX Filers	2021 Amount Earned	W-2/1099 Attached?

D. STUDENT INCOME INFORMATION: Check the box that applies.

- My income was reported on my FAFSA using the IRS Data Retrieval Tool.
- I filed a 2021 IRS income tax return but could not use the IRS DRT. Attached is the 2021 IRS tax return transcript.
- I did NOT work, did not and was not required to file a 2021 IRS income tax return.
- I did NOT, and was not required to file an IRS return, BUT earned income in 2021. Complete the following chart and attach applicable 2021 W-2(s) and/or 1099(s).

Student Source(s) of Income for NON-TAX Filers	2021 Amount Earned	W-2/1099 Attached?

E. CERTIFICATION and SIGNATURES

Each person signing this document certifies that all the information reported on this form and any attachments to this form are complete and accurate. The student and parent must sign and date. **PLEASE DO NOT SIGN ELECTRONICALLY.**

Student Signature

Date

Parent Signature

Date