



## Financial Aid

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# 2023–2024 Verification Worksheet - Dependent Student

**V1: Standard Verification – Dependent** - Your 2023–2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the YVC Financial Aid Office. If you have questions about verification, contact the financial aid office as soon as possible so that your financial aid will not be delayed.

## A. Dependent Student's Information

Last Name	First Name	M.I.	CTCLink Student ID Number
Street Address (include apt #)			
City	State	Zip Code	Date of Birth
Home Phone ( ) -	Cell Phone ( ) -	Email Address	

## B. Dependent Student's Family Information

List below the people in your parent(s)' household. Include:

- Yourself.
- Both parents if your parents live together.
- Your custodial parent—the parent that you have lived with the most over the 12 months before completing the FAFSA (if your parents are not living together)
- Your stepparent if your custodial parent is now married.
- Your parent(s)' or custodial parent and stepparent's other children if they 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 they were completing a FAFSA for 2023–2024, even if they do not live with your parent(s).
- 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.
- Include the name of the college for any household member, excluding your parent(s), who will be enrolled, at least half-time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2023, and June 30, 2024. *If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

**C. Parent's Income and Earnings Information**

If selected for verification, parents who did not use the Data Retrieval Tool (the tool that transfers income tax data directly from the IRS to the on-line FAFSA) are required to provide either an **IRS Tax Return Transcript** or **signed copy of the 2021 Tax Return**. If you did not file taxes for the 2021 year, you will need to request an **IRS Verification of Non-Filing Letter** directly from the IRS.

**Important Note:** If the parent(s) filed or will file, an amended 2021 IRS tax return, attach a SIGNED copy of the original 2021 tax return with all W-2s, schedules and attachments, a signed copy of the 1040X showing the changes in addition to the tax transcript.

**Check box for the option that applies to the student's parent(s).**

☐ **1. PARENT TAX RETURN FILER(S) WHO USED THE IRS DATA RETRIEVAL TOOL**  
The student's parent used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2021 IRS income tax information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. (We recommend you use this option to update your FAFSA; if this is not possible, go to the next option.)

☐ **2. PARENT TAX RETURN FILER(S) WITH ATTACHED 2021 IRS TAX RETURN TRANSCRIPT(S)**  
The student's parent did not use the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2021 IRS income tax information into the student's FAFSA and has attached a copy of their **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules**. [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript)

☐ **3. PARENT NON-FILER WHO WAS NOT EMPLOYED IN 2021**  
The student's parent was **not employed** and had no income earned from work in 2021 and has attached a **Verification of Non-Filing Letter** from the IRS to this form. The verification of Non-Filing Letter is only obtainable through the **Paper Request Form method (IRS Form 4506-T)**.

☐ **4. PARENT NON-FILER WHO WAS EMPLOYED IN 2021 BUT WAS NOT REQUIRED TO AND DID NOT FILE INCOME TAXES**  
The parent **was employed in 2021, did not file taxes**, and has attached a **Verification of Non-Filing Letter** from the IRS to this form. The verification of Non-Filing Letter is only obtainable through the **Paper Request Form method** [irs.gov/pub/irs-pdf/f4506t.pdf](http://irs.gov/pub/irs-pdf/f4506t.pdf).  
List the names of all the employers, the amount earned from each employer in 2021, and attach a W-2 form for each "regular" job. List every employer even if they did not issue an IRS W-2 form. *If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Parent's Name	Employer's Name	2021 Amount Earned	IRS W-2 Attached?
<i>Elizabeth Taylor (example)</i>	<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

**D. Student's Income and Earnings Information to be verified**

If selected for verification, student who did not use the Data Retrieval Tool (the tool that transfers income tax data directly from the IRS to the FAFSA on the web) are required to secure an **IRS Tax Return Transcript** or **signed copy of the 2021 Tax Return**. If you did not file taxes for the 2021 year, you will need to request an **IRS Verification of Non-Filing Letter** directly from the IRS.

**Important Note:** If the student (and/or spouse, if married) filed or will file, an amended 2021 IRS tax return, attach a SIGNED copy of the original 2021 tax return with all W-2s, schedules and attachments, a signed copy of the 1040X showing the changes in addition to the tax return transcript.

**Please check the box for the option that applies to the student.**

☐ **1. STUDENT TAX RETURN FILER WHO USED THE IRS DATA RETRIEVAL TOOL**  
The student used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2021 IRS income tax information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. (We recommend you use this option to update your FAFSA; if this is not possible, go to the next option.)

☐ **2. STUDENT TAX RETURN FILER WHO ATTACHED HIS/HER 2021 IRS TAX RETURN TRANSCRIPT**  
The student did not use the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2021 IRS income tax information into the student's FAFSA, and has attached a copy of his/her **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules** [www.irs.gov/individuals/get-transcript](https://www.irs.gov/individuals/get-transcript)

☐ **3. STUDENT NON TAX FILER WHO WAS NOT EMPLOYED IN 2021**  
The student was **not employed** and had no income earned from work in 2021.

☐ **4. STUDENT NON TAX FILER WHO WAS EMPLOYED IN 2021 BUT DID NOT FILE INCOME TAXES**  
The student **was employed** in 2021, was not required to and did not file taxes, and has attached all W-2s.  
List below the names of all the employers, the amount earned from each employer in 2021, and attach a W-2 form for each "regular" job. *If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

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

## E. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and at least one parent must sign and date.

Student Signature	Date
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Parent Name (Printed)	
Parent Signature	Date