

# 2023-2024 VERIFICATION WORKSHEET

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for a review process called verification. Before aid can be awarded to you, additional information is required. Complete **all sections** and **both sides** of this form. **Incomplete forms may delay awarding of financial aid.**

**Directions:**

1. Complete all **four** (4) sections of this worksheet **in full**, leaving nothing blank.
2. Sign the back, including at least one parent signature, if parent information is required.

**1. Student Information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Student ID (if not known, last 4 digits of Social Security Number): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone # (\_\_\_\_\_) \_\_\_\_\_

**2. Family Information (refer to your FAFSA confirmation for your dependency status):**

| Dependent Students   |     |              | Independent Students  |
|--|-----|--------------|---|
| 1. Include yourself on the first row of the chart.<br>2. Include your parent(s) even if you live on your own. If your <b>legal</b> parent(s) are: <ul style="list-style-type: none"> <li>• <b>Divorced or separated</b>- list the parent you lived with most in the last 12 months. If you lived with each parent equally, list the parent who provided more than half your support for the last 12 months.</li> <li>• <b>Married or Remarried</b>- include parent and step-parent.</li> <li>• <b>Unmarried and living together</b>- list both parents.</li> </ul> 3. Include your parent(s)' other children if parent(s) will provide more than half of their support from July 1, 2023 through June 30, 2024.<br>4. Include other people, if they <b>now</b> live with your parent(s) <b>and</b> your parent(s) will provide more than half of their support from July 1, 2023 through June 30, 2024 |     |              | 1. Include yourself on the first row of the chart.<br>2. Include your spouse if you are married.<br>3. Include your other children if you will provide more than half of their support from July 1, 2023 through June 30, 2024.<br>4. Include other people, if they <b>now</b> live with you <b>and</b> you will provide more than half of their support from July 1, 2023 through June 30, 2024. |
| Name   | Age | Relationship | Name of College/University  |
|  |     | Self         | Alverno College   |
|  |     |              |   |
|  |     |              |   |
|  |     |              |   |
|  |     |              |   |
|  |     |              |   |
|  |     |              |   |
|  |     |              |   |
| If more space is required, please attach a separate page.  |     |              |   |

### Tax Information Required for Students and Parents (if dependent)

- If you are an independent student or parent who filed a tax return, you must either:
  - Use the **IRS Data Retrieval Tool** by logging onto FAFSA at [fafsa.ed.gov](https://fafsa.ed.gov), select “*Make FAFSA Corrections*” and navigate to the Financial Information section of the form. Follow the instructions to determine if you are eligible to use the tool to transfer 2021 tax return data. **OR**
  - Order a **Tax Return Transcript**. Follow the Tax Transcript Request instructions at: [www.alverno.edu/Financial-Aid-Financial-Aid-Forms](http://www.alverno.edu/Financial-Aid-Financial-Aid-Forms)  
A transcript is usually sent to you within 10 calendar days.
- If you are an independent student or parent and you worked, but are not required to file tax returns, you must:
  - Submit copies of your 2021 W-2 forms **and** IRS Verification of Non-Filing Letter. Follow the Verification of Non-filing instructions at <https://www.alverno.edu/Financial-Aid-Financial-Aid-Forms>. Once received by the IRS, the letter will be mailed to your address within 10 business days.
- If you are an independent student or parent and you did not work in 2021, you must:
  - Order an IRS Verification of Non-Filing Letter. Follow the instructions for requesting a Verification of Non-Filing Letter above.

### 3. Tax Information for 2021:

#### Student Income Information (please check only one):

- \_\_\_\_\_ I filed taxes and used the **IRS Data Retrieval Tool** on FAFSA to retrieve and successfully transfer 2021 IRS tax information.
- \_\_\_\_\_ I filed taxes and am not eligible or choose not to use the **IRS Data Retrieval Tool**. I will submit a 2021 IRS Tax Return Transcript.
- \_\_\_\_\_ I worked but am not required to file a 2021 federal income tax return. I will submit copies of my 2021 W-2 forms (if independent or dependent) and a 2021 IRS Verification of Non-filing Letter (if independent only).
- \_\_\_\_\_ I did not work during 2021 and I will submit a 2021 IRS Verification of Non-Filing Letter (if independent).

#### Parent Income Information (required for dependent students; please check only one):

- \_\_\_\_\_ Parent(s) filed taxes and used the **IRS Data Retrieval Tool** on FAFSA to retrieve and successfully transfer 2021 IRS tax information.
- \_\_\_\_\_ Parent(s) filed taxes and did not use/not eligible to use **IRS Data Retrieval Tool** and will submit a 2021 IRS Tax Return Transcript.
- \_\_\_\_\_ Parent(s) worked but not required to file a 2020 federal income tax return and will submit a 2021 IRS Verification of Non-Filing Letter **and** copies of 2021 W-2 forms.
- \_\_\_\_\_ Parent(s) did not work during 2021 and will submit a 2021 IRS Verification of Non-Filing Letter.

### 4. Signatures Required

**Each person signing this form certifies that all the information reported on it is complete and correct. The student and at least one parent (if applicable) must sign and date below.**

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

Parent Signature (If student is dependent): \_\_\_\_\_ Date: \_\_\_\_\_

**WE CANNOT ACCEPT TYPED OR ELECTRONIC SIGNATURES ON THIS FORM – PLEASE SIGN AND DATE ABOVE. PLEASE RETURN THIS FORM TO THE FINANCIAL AID OFFICE.**

CRI: FC23VERF



FINANCIAL AID  
OFFICE

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