2022-2023 Verification Worksheet Dependent Student

Your 2022–2023 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. 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 financial aid administrator at your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

A. Dependent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Social Security Number or ID Number	
Student's Street Address (in	nclude apt. no.)			
City	State	Zip Code		

Student's Home Phone Number (include area code)

B. List below the people in the parents' household. Include:

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2022, through June 30, 2023, or if the other children would be required to provide parental information if they were completing a FAFSA for 2022–2023. Include children who meet either of these standards, 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, 2023.

Also, indicate 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, 2022, and June 30, 2023. *If more space is needed, attach a separate page with the student's name and Social Security Number at the top*. *We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary education institutions is inaccurate.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
Missy Jones (example)	18	Sister	Central Penn	Yes
		Self		

C. Dependent Student's Income Information to Be Verified

1. TAX RETURN FILERS—Important Note: If the student filed, or will file, an <u>amended</u> 2020 IRS tax return, the student must contact the financial aid administrator before completing this section.

Instructions: Complete this section if the student, <u>filed or will file</u> a 2020 income tax return with the IRS. **The best way to** verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at www.fafsa.gov. If the student has not already used the tool, the student should go to <u>FAFSA.gov</u>, log in to the student's FAFSA record, click on "Make correction to your FAFSA", and then click on the financial information section. Select that you have "already completed" your taxes and click on "link to IRS" function

Check the box that applies:

The student <u>has used</u> the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2020 IRS income tax return information into the student's FAFSA.

The student is <u>unable or chooses not to</u> use the IRS Data Retrieval Tool in FAFSA on the Web, and instead the student will provide the school a **2020 IRS tax return transcript**. **To obtain an IRS tax return transcript you have several options.**

- <u>Get Transcript by Mail</u> Go to <u>www.irs.gov</u>, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and *NOT* the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- <u>Get Transcript Online</u> Go to <u>www.irs.gov</u>, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and *NOT* the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- <u>Automated Telephone Request</u> 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.

Check here if the student's IRS tax return transcript will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.

2. TAX RETURN NONFILERS—Complete this section if the student will not file and is <u>not required</u> to file a 2020 income tax return with the IRS.

Check the box that applies:

The student was not employed and had no income earned from work in 2020. *If checked, you are verifying that you* will send a copy of the nonfiler letter from the IRS OR you can sign below indicating you are a nonfiler and attempted to obtain verification of non-filing status.

_Signature _____Date

The student was employed in 2020 and has listed below the names of all the student's employers, the amount earned from each employer in 2020, and whether an IRS W-2 form is attached. Attach copies of all 2020 IRS W-2 forms issued to the student by employers. *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.*

Employer's Name	2020 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000.00(example)	Yes(example)

If you did not file 2020 taxes, you are verifying that you will send a copy of the nonfilter letter from the IRS Or you can sign above indicating you are a nonfilter and attempted to obtain verification of non-filing status.

- D. **Parent'S Income Information to Be Verified**—Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.
 - 1. TAX RETURN FILERS—Important Note: If the student's parent(s), filed or will file, an <u>amended</u> 2020 IRS tax return the student's financial aid administrator must be contacted before completing this section.

Instructions: Complete this section if the student's parent(s) <u>filed or will file</u> a 2020 income tax return with the IRS. **The best** way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at www.fafsa.gov. If the student's parent(s) has not already used the tool, the parent and the student should go to <u>FAFSA.gov</u>, log in to the student's FAFSA record, click on "Make correction to your FAFSA", and then click on the financial information section. Select that you have "already completed" your taxes and click on "link to IRS" function. Check the box that applies:

The student's parent <u>has used</u> the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2020 IRS income information into the student's FAFSA.

The parent <u>is unable or chooses not to</u> use the IRS Data Retrieval Tool, and the parent will submit to the student's school a copy of the parent's **2020 IRS tax return transcript(s)**. **To obtain an IRS tax return transcript you have several options.**

- <u>Get Transcript by Mail</u> Go to <u>www.irs.gov</u>, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and *NOT* the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- <u>Get Transcript Online</u> Go to <u>www.irs.gov</u>, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and *NOT* the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- <u>Automated Telephone Request</u> 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.

Check here if IRS tax return transcript(s) will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.

2. TAX RETURN NONFILERS—Complete this section if the student's parent(s) will not file and <u>is not required</u> to file a 2020 income tax return with the IRS.

Check the box that applies:

The parent(s) was not employed and had no income earned from work in 2020. *If checked, I, the student's parent,am verifying that you will send a copy of their verification of nonfiler letter from the IRS OR you can sign below indicating you are a nonfiler and attempted to obtain verification of non-filing status.*

_Parent Signature _____Date

The parent(s) was employed in 2020 and has listed below the names of all the parent's employers, the amount earned from each employer in 2020, and whether an IRS W-2 form is attached. Attach copies of all 2020 IRS W-2 forms issued to the parent(s) by employer(s). *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.*

Employer's Name	2020 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000.00 (example)	Yes (example)

If I, the student's parent, am verifying that I did not file a tax return and will send a copy of the nonfilter letter from the IRS Or you can sign above indicating you are a nonfilter and attempted to obtain verification of non-filing status.

Student	Calendar Year 2020	Parent(s)
	Additional Financial Information:	
	<u>If no funds were received enter Zero.</u>	
\$	Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2020 or 2021 calendar years.	\$
\$	Student's parents paid child support Child support you paid because of divorce or separation or as a result of a legal requirement. Do not include child support paid for children in your (or your parents') household. <u>IF yes, complete chart below</u> .	\$
\$	Payments to tax-deferred pension and retirement savings List any payments (direct or withheld from earnings) to tax-deferred pension and retirement savings plans (e.g., 401(k) or 403(b) plans), including, but not limited to, amounts reported on W-2 forms in Boxes 12a through 12d with codes D, E, F, G, H, and S	\$
\$	 Child support received List the actual amount of any child support received in 2020 for the children in your household. Do not include foster care payments, adoption payments, or any amount that was court-ordered but not actually paid. 	\$
\$	 Housing, food, and other living allowances paid to members of the military, clergy, and others Include cash payments and/or the cash value of benefits received. Do not include the value of on-base military housing or the value of a basic military allowance for housing. 	\$
\$	Veterans non-education benefits List the total amount of veterans non-education benefits received in 2020. Include Disability, Death Pension, Dependency and Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances. Do not include federal veteran's educational benefits such as: Montgomery GI Bill, Dependents Education Assistance Program, VEAP Benefits, Post-9/11 GI Bill	\$
\$	 Other untaxed income List the amount of other untaxed income not reported and not included elsewhere on this form. Include untaxed income such as workers' compensation, disability, Black Lung Benefits, untaxed portions of health savings accounts from IRS Form 1040 Line 25, Railroad Retirement Benefits, etc. Do not include any items reported or excluded in A – D above. In addition, do not include student aid, extended foster care benefits, Earned Income Credit, Additional Child Tax Credit, Temporary Assistance to Needy Families (TANF), untaxed Social Security benefits, Supplemental Security Income (SSI), Workforce Investment Act (WIA) educational benefits, 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 the student's behalf	
List any money received or paid on the student's behalf (e.g., payment of	
student's bills) and not reported elsewhere on this form. Enter the total	
amount of cash support the student received in 2020. Include support from a	
parent whose information was not reported on the student's 2022-2023	
FAFSA, but do not include support from a parent whose information was	
reported. For example, if someone is paying rent, utility bills, etc., for the	
student or gives cash, gift cards, etc., include the amount of that person's	
contributions unless the person is the student's parent whose information	
is reported on the student's 2022-2023 FAFSA. Amounts paid on the	
student's behalf also include any distributions to the student from a 529 plan	
\$ owned by someone other than the student or the student's parents, such as	\$
grandparents, aunts, and uncles of the student.	

Student's parents paid child support in 2020.

Yes, one (or both) of the student's parents listed in Section B of this worksheet paid child support in 2020. The parent has indicated below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2020 for each child. If asked by the school, I will provide documentation of the payment of child support. *If you need more space, attach a separate page that includes the student's name and Social Security Number at the top.*

No, no one listed in Section B of this worksheet paid child support in 2020.

Name of Person Who Paid	Name of Person to Whom Child	Name of Child for Whom	Amount of Child
Child Support	Support was Paid	Support Was Paid	Support Paid in
			2020
Marty Jones	Chris Smith (example)	Terry Jones	\$6,000.00

Comments:

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 one parent must sign and date.

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Student's Signature

Date

Parent's Signature

Date

E-mail, fax or mail to: <u>financialaid@centralpenn.edu</u> Fax: 717-728-2350 Central Penn College Financial Aid Office 600 Valley Road PO Box 309 Summerdale PA 17093 1-800-759-2727