



2023 – 2024 Verification Worksheet

Your Free Application for Federal Student Aid (FAFSA) was selected for a review procedure called verification. Submit this form with all requested documentation to the Office of Financial Aid. This information will be compared to the information on your FAFSA. If there are differences, your FAFSA information may be corrected. **Financial aid will not be disbursed until the verification process is complete.**

Print Student's Name (Last, First, M.I.)

Student ID #

Tax Information—Use 2021 Taxes We highly encourage you (and your spouse or parents) to use the IRS Data Retrieval Tool on your FAFSA to transfer Federal tax information directly from the IRS to your FAFSA. The best way to verify tax information is to use the IRS Data Retrieval Tool at www.fafsa.gov. In a few steps, you may be able to view your tax return information and transfer it directly into your FAFSA.

*If you choose not to use the IRS tool or if you are not eligible to use the IRS tool, you **MUST** submit an IRS Federal Tax Return Transcript (not an Account Transcript) for 2021. To request a free Federal Tax Return Transcript, you may:*

1. Go to irs.gov to request your Tax Return Transcript online
2. Call 1-800-908-9946
3. Visit a IRS Office near you (an appointment may be required)

Family Information – Check One

You are considered Dependent if you were required to provide parental information on your FAFSA.

Dependent

List the people in your parents' household, excluding foster children. Include:

- Yourself, regardless of where you live,
- The parent(s) whose income you reported on the FAFSA (including stepparent),
- Your parent(s)' other children and other people IF your parent(s) will provide more than half of their support from July 1, 2023, through June 30, 2024.

Independent Student

List the people in your household, excluding foster children. Include:

- Yourself,
- Your spouse, if married,
- Your children,
- Other people IF you or your spouse will provide more than half of their support from July 1, 2024, through June 30, 2024.

Members in household:

Write your name and information on Line 1 then list the names and information of **all members of your household**. If anyone listed will be enrolled at least half-time in a degree or certificate program between July 1, 2024, and June 30, 2024, please include the name of the college they will be attending.

	Full Name	Date of Birth	Relationship	Name of College
1			Self	Shorter University
2				
3				
4				
5				
6				
7				

Verification of Financial Information: Page 2

Student's Financial Information – Choose one

I did not work or file taxes for 2021.

(Independent students are required to get a non-filing letter from the IRS at www.irs.gov or by completing IRS Form 4506-T to request the letter. This document is proof from the IRS that you did not file a tax return for the year.)

I worked for 2021 but was not required to file taxes based on the amount earned. **I have attached a copy of my W-2 for wages earned for 2021.**

I did file taxes for 2021 and have attached my 2021 tax return transcript from the IRS **OR** used the IRS data retrieval tool to upload my tax information. (See page one for instructions. *Please note that if the tax data was altered after upload, a copy of the tax return transcript will be required.*)

Parent's Financial Information (for DEPENDENT students only) – Choose one

My parent(s) filed taxes for 2021 and have attached a copy or their 2021 tax return transcript **OR** used the IRS data retrieval tool to upload tax information. (See page one for instructions. *Please note that if the tax data was altered after upload, a copy of the tax return transcript will be required.*)

My parent(s) did not work or file taxes for 2021. I have attached a copy of their **non-filing letter** from the IRS as well as a **copy of their W-2** for wages earned for 2021. *(A letter of non-filing can be requested from the IRS at www.irs.gov or by completing IRS Form 4506-T. This document is proof from the IRS that you did not file a tax return for the year.)*

Signature(s)

By signing this Verification worksheet, we certify that all information reported on it is complete and correct.
(For dependent students, at least one parent must sign.)

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

Student's Signature

Date

Parent's Signature

Date

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet along with all IRS Tax Return Transcripts (if required) as well as any other requested documents to: **Shorter University Office of Financial Aid**, 315 Shorter Avenue, Rome, GA 30165, Fax: 706-233-7314.