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2023 -24 Dependent Verification Worksheet

Your 2023–2024 Free Application for Federal Student Aid (FAFSA) was selected by the Department of Education 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. We will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, additional documents may be requested and we will send corrections to the FAFSA processor who will send you a revised Student Aid Report (SAR).

You and a parent must complete and sign this worksheet and return to the Financial Aid Office along with any required documents.

Student Information:

Student’s Name (please print): _____ Last 4 of SSN: _____

Address _____ City: _____ State: _____ Zip: _____

Date of Birth: _____ Email address: _____ Phone: _____

Family Household Information:

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

- Yourself (The student).
- The parents (including a stepparent) even if the student doesn’t live with the parents.
- The parents’ other children if the parents will provide **more than half** of the children’s 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. Include children who meet either of these standards, even if a child does not live with the parents.
- Other people if they now live with the parents and the parents provide **more than half** of the other person’s support, and will continue to provide **more than half** of that person’s support through June 30, 2024.

Number in College: Include in the space below information about any household member, excluding the parents, who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2023, and June 30, 2024, and include the name of the college.

If more space is needed, attach a separate page with the student’s name and last four of 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>	<i>Morrison Institute of Technology</i>	

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

Student Name: _____ Last 4 of SSN: _____

Instructions: 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 FAFSA.gov. In most cases, no further documentation is needed to verify 2021 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

Check the box that applies [Check one box for the student and one box for the parent.]

Student Parent

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Has Used</u> the IRS DRT in <i>FAFSA on the Web</i> to transfer 2021 IRS income tax return information into the FAFSA. |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Has not yet used</u> the IRS DRT, but will use the tool to transfer 2021 IRS income tax return information into the FAFSA. |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Unable or chooses not to use</u> the IRS DRT in <i>FAFSA on the Web</i> , and instead will provide the institution with a 2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2021 IRS Tax Return Transcript or a signed copy of the 2021 income tax return and applicable schedules is provided. |
| <input type="checkbox"/> | <input type="checkbox"/> | Not required to file a 2021 IRS Tax Return. Attached is the Non-Tax Filer Certification Form. |

A 2021 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by Mail** – Go to www.irs.gov; 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.
- **Get Transcript Online** – Go to www.irs.gov; 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.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Print Student Name

Student's Signature (Required)

Date

Print Parent Name

Parent's Signature (Required)

Date

Note: Typed signatures cannot be accepted.

MAIL TO: Morrison Institute of Technology – Financial Aid Office
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Fax: 815-772-7584

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