



## 2023-2024 Dependent Verification Worksheet

Your 2023–2024 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. Upon review, 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.

### Step 1: Dependent Student Information

Last Name	First Name	Student ID Number	Date of Birth
Permanent Address	City	State	Zip
Permanent Phone Number (include area code)	Cell Phone Number (include area code)	Email Address	

### Step 2: Student's Household Information

Include:

- You, the student
- Your parent(s) – if your parents do not live together, please list the parent you lived with more than 50% of the past year. If that parent is married, include their spouse (include a stepparent)
- Your parent(s)' other dependent children if your parent(s) will provide more than half of their support from July 1, 2023, through June 30, 2024, even if they do not claim them on their federal income tax return
- Other people only if they now live in your parent(s)' household and your parent(s) will provide more than half of their support from July 1, 2023, through June 30, 2024
- Indicate yes or no for anyone who is or will be enrolled in college at least half-time (other than parent(s)) between July 1, 2023, and June 30, 2024

Full Name	Age	Relationship	Name of College/University (If at least half-time in 2023-2024)	Will be enrolled at least half time (Circle Yes or No)
		Self	University of Saint Francis	Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No

### Step 3: Income Verification – check for BOTH student and parent

Student    Parent

		I/we used the IRS Data Retrieval Tool at <a href="http://www.fafsa.gov">www.fafsa.gov</a> .
		I/we <b>DID NOT</b> use the IRS Data Retrieval Tool. <b>Attach a 2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules 1,2, or 3.</b>
		I/we certify that I/we did not file, will not, and am/are not required to file a 2021 U.S. Income Tax Return, <b>Attach</b> a copy of the <b>IRS Non-Filer Letter</b> . Copies of all W-2 forms must be submitted along with the employer info listed below. A confirmation of non-filing can be obtained from the IRS using Form 4506-T and checking box 7.

**\*IMPORTANT: fill out if you DID NOT file 2021 taxes**

**Only complete the following section if you DID NOT file a tax return for 2021 and have wages to report**

*List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and SSN at the top.*

Employer's Name	2021 Amount Earned	IRS W-2 Attached?
<i>Suzy's Bakery (example- If you did not file taxes)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

### Step 4: Certification and Signature

By signing this worksheet, I certify that all information provided on this form and the attached documentation is true and complete to the best of my knowledge.

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

**\*Note – a typed signature cannot be accepted.**

\_\_\_\_\_  
*Print Student's Name*

\_\_\_\_\_  
*Student's ID Number*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*