

Step 3: Income Verification – check mark for BOTH student and contributor(s)

Student Parent Spouse/Stepparent

			I/we had to manually update Fed tax info. Attach a 2023 IRS Tax Return Transcript(s) or a signed copy of the 2023 Fed income tax return and applicable schedules 1,2, or 3
			I/we certify that I/we did not file, will not, and am/are not required to file a 2023 U.S. Fed Income Tax Return. Parent(s) Attach a copy of the IRS Non-Filer Letter. Confirmation of non-filing can be obtained from the IRS using Form 4506-T and checking box 7.

***IMPORTANT: fill out for any student or parent(s) that DID NOT file 2023 taxes**

Copies of all W-2 forms must be submitted along with the employer info listed below. *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	2023 Amount Earned	IRS W-2 Attached?
Suzy's Bakery (example) - Use only if you did not file taxes but had income	\$2,000.00 (example)	Yes (example)

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