

2023–2024 Standard Verification Worksheet

Dependent Student

Peirce College Student ID # _____

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. 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.	Student's Social Security Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)			Student's Alternate or Cell Phone Number

B. Dependent Student's Family Information

List below the people in your parent(s) 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, 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 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, 2024.

Number in College: Include in the space below information about any household member 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 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>
		Self	Peirce College	

C. Dependent Student's Income Information to Be Verified

1. **Instructions:** Complete this section if the student, filed or will file a 2021 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 FAFSA.gov. In most cases, no further documentation is needed to verify 2020 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

- I, the student, have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my 2021 IRS income tax return information into my FAFSA.
- I, the student, have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to transfer 2021 IRS income tax return information into the FAFSA.
- I, the student, am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and instead will provide the school with a 2021 IRS tax return transcript(s)

A 2021 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by MAIL** – Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax 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, under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax 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. This form can be downloaded from the IRS website: <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

Check here if a 2021 IRS Tax Return Transcript(s) has been provided to the financial aid office.

Check here if a 2021 IRS Tax Return Transcript(s) will be provided later.

****Your financial aid status will remain incomplete until received.***

Student's Name: _____ ID #: _____

STUDENT NONTAX FILERS—complete this section if you, the student will not file and are not required to file a 2021 income tax return with the IRS. If you filed a tax return do not complete this section.

Check the box that applies:

The student was not employed and had no income earned from work in 2021.

The student was employed in 2021 and has listed below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is attached.

Attach copies of all 2021 W-2 forms issued to you

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 Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>
<i>Total Amount of Income Earned From Work</i>		\$

Check here if a 2021 W-2 statement has been provided to the financial aid office.

Check here if a 2021 W-2 statement will be provided later.

***Your financial aid status will remain incomplete until received.**

D. Verification of 2021 Income for Parent Tax Filers

Important Note — the instructions below apply to each parent in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2021 or had a change in marital status after December 31, 2021.

Instructions: Complete this section if the parents, filed or will file a 2021 IRS income tax return(s) . *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 by the FAFSA filer.*

Check the box that applies:

- The parents have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my 2021 IRS income tax return information into my FAFSA.
- The parents have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to transfer 2021 IRS income tax return information into the FAFSA.
- I, the student, am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and instead will provide the school with a **2021 IRS tax return transcript(s)**

A 2021 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by MAIL** – Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax 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, under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax 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. This form can be downloaded from the IRS website: <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

*If parents filed separate 2021 IRS income tax returns, the IRS DRT cannot be used and **the 2021 IRS Tax Return Transcript(s)** must be provided for each.

Check here if a 2021 IRS Tax Return Transcript(s) has been provided to the financial aid office.

Check here if a 2021 IRS Tax Return Transcript(s) will be provided later.

****Your financial aid status will remain incomplete until received.***

PARENT NONTAX FILERS — the instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2021 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 2021.
- The parent(s) was employed in 2021 and has listed below the names of all the parent's employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is attached. **Attach copies of all 2021 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	2021 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>
<i>Total Amount of Income Earned From Work</i>		\$

Non tax filers must provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2022 that indicates a 2021 IRS income tax return **was not filed** with the IRS or other relevant tax authority.

- Check here if confirmation of non-filing is provided.
- Check here if confirmation of non-filing will be provided later.

****Your financial aid status will remain incomplete until received.***

E. Certification and Signature

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 (Required)

Date

Parent's Signature (Required)

Date

Return to: Peirce College Student Financial Services,
Submit your completed form using the Secure Document Upload Portal
<https://forms.peirce.edu/4725699>