

V1 2023-2024 Verification Worksheet

Your Free Application for Federal Student Aid (FAFSA) was selected for review in a process called “verification.” The Voorhees University Office of Financial Aid will compare information from your FAFSA to your (and your spouse’s/parent’s) **2021 Federal Tax Transcripts or Signed 2021 Tax Returns, ALL Federal Schedules 1, 2 and 3. W-2 forms and other financial documentation.** According to federal law, we have the right to ask you for this information before awarding Federal aid. If there are differences between your application information and your financial documents, Voorhees University will update/adjust your FAFSA accordingly. If you have questions about verification, contact our office as soon as possible, so your financial aid will not be delayed. You and one parent (if you are dependent) must complete and sign this worksheet, attach any required documents, and submit the form along with any other additional information required to the Office of Financial Aid.

STEP 1 STUDENT INFORMATION

Last Name	First Name	Social Security Number	Voorhees University ID Number
Permanent Address	Street	City/State/Zip	Date of Birth
Cell Number (Include Area Code)	Permanent Phone Number (Include Area Code)	Email Address	

STEP 2 FAMILY INFORMATION

If you are a **Dependent student** include in the table below:

- Yourself
 - Your parent(s) (including step-parent(s) even if the student doesn’t live with the parents.
 - Your parent(s) other dependent children if: (a) your parent(s) will provide more than half of their support, or (b) the children will be required to provide parental information when applying for Federal Student Aid
 - 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
- Provide the name of the University for any household member who will be attending at least half time between July 1, 2023, through June 30, 2024.

If you are an **Independent student** include:

(You are only independent if you are married, have children that you support, 24 years of age or older, active military duty, or documented orphan/ward of the court.)

- Yourself
- Your spouse (if you are married)
- Your children if you will provide more than half of their support.
- Other people only if they live in your household and you provide more than half of their support and will continue to do so from July 1, 2023 through June 30, 2024
- Provide the name of the University for any household member who will be attending at least half time between July 1, 2023 through June 30, 2024

Full Name	Age	Relationship	Name of University/College <i>If enrolled at least half time 2023-2024-</i>
		Self	Voorhees University

Note: We may require additional documentation if we have reason to believe the information regarding the household members is inaccurate.

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

Tax filers who did not use the IRS DRT when completing the FAFSA and are selected for verification and were required to file taxes MUST provide a copy of their IRS 2021 Tax Return Transcript. (<https://www.irs.gov/individuals/get-transcript>) We also accept signed copies of returns (ex. 1040 and ALL SCHEDULES 1, 2, AND 3) for this process.

STEP 3 STUDENT'S 2021 INCOME/TAX INFORMATION (Read carefully items 1-4 and make one selection)

1. _____ The student was **not employed**, had **no income earned from work**, and **did not and was not required to file taxes for 2021**. Submit 2021 IRS Verification of Non-Filing Letter or Statement if student is considered **INDEPENDENT**.
2. _____ The student was **employed in 2021, did not file**, and **was not required to file taxes for 2021**.
 - A. Submit 2021 IRS Verification of Non-Filing Letter or statement if student is considered **INDEPENDENT**.
 - B. List below all employers and submit W-2 form(s) for each employer or 2021 IRS Wage and Income Transcript:

Employer's Name	Annual Amount Earned in 2021
(Example) ABC's Auto Body Shop	\$1,500.00
Student's Total Amount of Income Earned from Work	
	\$

3. _____ The student was **employed, filed taxes for 2021, and used the IRS DRT** in FAFSA on the Web to transfer 2021 IRS income tax return information into the student's FAFSA.
4. _____ The student was **employed, filed taxes for 2021, but unable or chooses not to use the IRS DRT** in FAFSA on the Web, and instead **will provide the school with a 2021 IRS Tax Return OR Transcripts and ALL Schedules**.

STEP 4 PARENT/SPOUSE'S INCOME/TAX INFORMATION (Carefully read items 1-4 and make one selection)

1. _____ The parent(s)/spouse was **not employed**, had **no income earned from work**, and **did not and was not required to file taxes for 2021**. Submit parent(s)/spouse 2021 IRS Verification of Non-Filing Letter or statement.
2. _____ The parent(s)/spouse was **employed in 2021, did not file**, and **was not required to file taxes for 2021**.
 - A. Submit parent(s)/spouse 2021 IRS Verification of Non-Filing Letter or statement.
 - B. List below all employers and submit W-2 form(s) for each employer or 2021 IRS Wage and Income Transcript:

Employer's Name	Annual Amount Earned in 2021
(Example) ABC's Auto Body Shop	\$1,500.00
Parent/Spouse's Total Amount of Income Earned from Work	
	\$

3. _____ The parent(s)/spouse was **employed, filed taxes for 2021, and used the IRS DRT** in FAFSA on the Web to transfer 2021 IRS income tax return information into the student's FAFSA.
4. _____ The parent(s)/spouse was **employed, filed taxes for 2021, but unable or chooses not to use the IRS DRT** in FAFSA on the Web, and instead **will provide the school with a 2021 IRS Tax Return OR Transcript(s) and Schedules**.

STEP 5 CERTIFICATION AND SIGNATURE:

Each person signing below certifies that all of the information reported is complete and correct under penalty of perjury. **Warning: If you purposely give false or misleading information you may be fined, sent to prison or both.** Please sign, save and click the submit button, or print, sign and return form to our office at the address listed on page 1.