



V5 2023-2024 VERIFICATION WORKSHEET IDENTITY/EDUCATION PURPOSE

Office of Financial Aid
P.O. Box 678
Denmark, SC 29042
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FAX: (877) 228-0365

Your Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "verification." The Office of Financial Aid will compare information from your FAFSA to your (and your spouse's/parent's) 2021 Federal Tax Return OR Transcripts and ALL 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 verification questions, contact our office as soon as possible, so your financial aid will not be delayed. You and one parent (if dependent) must complete and sign this worksheet, attach any required documents, and submit the form along with any other additional information required by the Financial Aid Office to the address listed above. A portion of this worksheet may require a face-to-face submission and notary public services.

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:

- Yourself
- Your parent(s) (including stepparents) even if the student does not live with the parents.
- Your parent(s) other dependent children if: (a) your parent(s) will provide more than half of their support from July 1, 2023, through June 30, 2024, 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 from July 1, 2023 through June 30, 2024.
- 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 <i>If will be enrolled at least half time</i>
		<i>Self</i>	<i>Voorhees University</i>

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)** which 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** submit a copy of their 2021 IRS Tax Return or Transcript and **ALL SCHEDULES - 1, 2, AND 3.** ([HTTPS://irs.gov/individuals/get-transcript](https://irs.gov/individuals/get-transcript)) We also accept signed copies of returns (ex. 1040 AND SCHEDULES 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 the 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 the 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 Transcript and ALL SCHEDULES**.

STEP 4 PARENT OR SPOUSE'S INCOME/TAX INFORMATION (Read carefully 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 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 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 ALL Schedules**.

STEP 5 CERTIFICATION and SIGNATURE: Each person signing below certifies that all information reported is complete and correct. Warning: If you purposely give false or misleading information you may be fined, sent to prison, or both.

Student Signature

Date

Parent Signature (Type NA for Independent Students)

Date

STEP 6**IDENTITY/STATEMENT OF EDUCATIONAL PURPOSE (Option A- In Person at the Institution)**

The student must appear in person at Voorhees University to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below:

Identity/Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational Purpose and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Voorhees University for 2023-2024.

Student Signature

Student ID Number

Date

Financial Aid Administrator's Signature

Date

STEP 7 IDENTITY/STATEMENT OF EDUCATIONAL PURPOSE (Option B: To Be Signed With Notary)

If the student is unable to appear in person at Voorhees University to verify his or her identity, the student must provide to the institution:

- ✓ A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below or that is presented to a notary, such as but not limited to a driver's license, other state-issued ID, or passport; and
- ✓ The original Statement of Educational Purpose is provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

Student Signature

Student ID Number

Date**Statement of Educational Purpose**

I certify that I _____ am the individual signing this Statement of Educational Purpose and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Voorhees University for 2023-2024.

Notary's Certificate of Acknowledgement

State of _____

City/County of _____

On, before me, _____
Date

Notary's Name

Personally appeared, _____ and proved to me
Printed Name of Signer

on the basis of satisfactory evidence of identification _____
Type of unexpired government-issued photo ID provided

to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal

Notary Signature

My commission expires on _____
Date



Submit signed and notarized documents to Voorhees University. Keep a copy for your records and mail the completed ORIGINAL via US MAIL to the Voorhees University Office of Financial Aid. – WE CAN NOT PROCESS A COPY. DO NOT FAX THIS PAGE.