



# 2023 - 2024 Standard Verification V1

**Your 2023-2024 Free Application for Federal Student Aid (FAFSA) has been selected for a process called verification. Federal law requires that an institution verify certain information that has been listed within the FAFSA before federal aid can be disbursed. To complete the federal verification process, the financial aid office will compare the information that has been listed on your FAFSA to the information listed on this worksheet along with other documents submitted. If there are differences, your FAFSA information will need to be corrected. Please complete this worksheet, sign, and submit to the Office of Financial Aid as soon as possible to prevent any delays in the disbursement of your aid.**

- 1. It is required that you select the IRS Data Retrieval option on your FAFSA.** This option will streamline and expedite your transmission of federal tax data. As a student selected for federal verification, if you do not wish to use the IRS Data Retrieval Tool or are unable to use the IRS Data Retrieval Tool to provide tax information, you will be required to obtain an official "IRS Tax Return Transcript" by logging into <http://www.irs.gov> or calling 1-800-908-9946.
- 2. Complete all sections of this worksheet and provide the required signatures. Do not leave any sections blank.**
- 3. You are considered dependent if you were required to provide parental information on your FAFSA.**

## A. Student Information

Print: Last Name, First Name, M.I.

Jenzabar ID Number

Contact Number

Email Address

## B. FAMILY Information

**Check One: List the names of all family members who reside in the household.**

### ☐ **DEPENDENT STUDENTS**

**List the people in your household, excluding foster children.** Include: (a) yourself, (b) your parent(s) (including step-parents(s)) you used on FAFSA, (c) your parent's other children, (d) other people, If your parents will provide more than half of their support from July 1, 2023 through June 30, 2024.

Also write in the name of the college for any household member, excluding your parent(s), who will be attending at least half time between July 1, 2023 and June 30, 2024, and will be enrolled in a degree diploma, or certificate program. Attach additional sheets if necessary.

### ☐ **INDEPENDENT STUDENT**

**List the people in your household, excluding foster children.** Include: (a) yourself, (b) your spouse, if married (c) your children, (d) other people, If you or your spouse will provide more than half of their support from July 1, 2023 through June 30, 2024.

Also write in the name of the college for any household member, excluding your parent(s), who will be attending at least half time between July 1, 2023 and June 30, 2024, and will be enrolled in a degree diploma, or certificate program. Attach additional sheets if necessary.

Full Name	AGE	Relationship	College Attending 2023-2024
		Self	Benedict College

## C. Student Tax Forms and Income Information

Important Note: The instructions below apply to the student and spouse, if the student is married. Notify the Financial Aid Office if the student or spouse filed separate IRS income tax returns for 2021 or had a change in marital status after December 31, 2021.

**Check only one box below: You must submit IRS TAX Return Transcript or use the Data Retrieval Tool if you filed.**

- ☐ Check here if you completed the IRS Data Retrieval when submitting your FAFSA.
- ☐ Check here if you are attaching a copy of your 2021 IRS tax transcript (COPIES OF TAX RETURNS CANNOT BE ACCEPTED). Tax Return Transcripts must be requested directly from the IRS by visiting: <https://www.irs.gov/Individuals/Get-Transcript> (For Puerto Rican or foreign income, a signed and dated income tax return is acceptable documentation).
- ☐ Check here if you filed an amended tax return for 2021. Please attach a copy of the tax return and 1040X.
- ☐ Check here if you were not employed and had no income earned from work in 2021.

☐ **Check here if the student was employed in 2021 but will not file and is not required to file a 2021 federal tax return. List below the names of all employers, the amount earned from each employer in 2021, and attach all IRS W-2's. INDEPENDENT STUDENTS ONLY: attach a Verification of Non-Filing Letter from the IRS.**

Employer's Name	2021 Amount earned
	\$
	\$
	\$
	\$

## D. Parent(s)' Tax Forms and Income Information (Parent(s) include Parent(s) reported in section B of this worksheet)

**Check only one box below: You must submit the Tax Return Transcript or use the Data Retrieval Tool if you filed.**

- ☐ Check here if your parent(s) completed the IRS Data Retrieval when submitting your FAFSA.
- ☐ Check here if your parent(s) are attaching a copy of their 2021 IRS tax transcript (COPIES OF ACTUAL TAX RETURNS CANNOT BE ACCEPTED). Tax Return Transcripts must be requested directly from the IRS by visiting: <https://www.irs.gov/Individuals/Get-Transcript> (For Puerto Rican or foreign income, a signed and dated income tax return is acceptable documentation.)
- ☐ Check here if you filed an amended tax return for 2021. Please attach a copy of the tax return and 1040X.
- ☐ Check here if your parent(s) were not employed and had no income earned from work in 2021. **Verification of Non-Filing Letter from the IRS**

☐ **Check here if your parent(s) were employed in 2021 but will not file and is not required to file a 2021 federal tax return. List below the names of all employers, the amount earned from each employer in 2021. Attach copies of all 2021 W-2 forms issued to your parent(s) by employers. List every employer even if the employer did not issue an IRS W-2 form AND attach a Verification of Non-Filing Letter from the IRS.**

If more space is needed, attach a separate page with your name and Jenzabar ID Number at the top.

Employer's Name	2021 Amount earned
	\$
	\$
	\$
	\$

## E. Sign This Worksheet

By signing this worksheet, we certify that all the information reported on this worksheet is complete and correct.

\_\_\_\_\_  
Student's Signature Date

**WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.**

\_\_\_\_\_  
Spouse's Signature (Optional) Date

\_\_\_\_\_  
Parent's Signature (Dependent Student) Date

**\*THIS FORM CANNOT BE ELECTRONICALLY SIGNED!**