

## 2023-24 INDEPENDENT VERIFICATION WORKSHEET

Your 2023-24 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. In this process, we are required by federal law to compare the information from your FAFSA application with the information provided on this form and your tax information (and your spouse's if you are married). If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Financial Aid Office. We cannot process your financial aid until verification has been completed. We may ask for additional information.

### **SECTION A: INDEPENDENT STUDENT INFORMATION**

Last Name	First Name	M.I.	Student ID
Address (include apt. no.)		Date of Birth	
City	State	Zip Code	Student's Email Address
Student's Phone Number		Student's Alternate Phone Number	

### **SECTION B: FAMILY INFORMATION**

List below the people in the student's household. Include:

- The student.
- The student's spouse, if the student is married.
- The student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2023, through June 30, 2024, even if a child does not live with the student.
- Other people if they now live with the student and the student or spouse provides more than half of the other person's support, and will continue to provide more than half of that person's 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. We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

If more space is needed, provide a separate page with the student's name and Student ID at the top.

First Name	Last Name	Age	Relationship (self, parent, brother, sister, etc.)	College	Will be Enrolled at least 6 credit hours? Yes or No
Suzy	Student (example)	20	Self	Vernon College	Yes
			Self (student)	Vernon College	

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
M.I.

\_\_\_\_\_  
Student ID

## **SECTION C: STUDENT TAX RETURN FILERS**

**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.

**Instructions:** Complete this section if the student and spouse 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 a part of FAFSA on the Web at studentaid.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.

### **Check the box that applies:**

- The student has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2021 IRS income tax return information into the student's FAFSA.
- The student has 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 student's FAFSA.
- The student is unable or chooses 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) or a signed copy of the 2021 income tax return(s) and applicable schedules.

A 2021 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by MAIL** – Go to [www.irs.gov](http://www.irs.gov), click “Get Your Tax Record.” Click “Get Transcript by Mail.” Make sure to request the “Return Transcript” and NOT the “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](http://www.irs.gov), click “Get Your Tax Record.” Click “Get Transcript Online.” Make sure to request the “Return Transcript” and NOT the “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.

If the student and spouse filed separate 2021 IRS income tax returns, the IRS DRT cannot be used and the 2021 IRS Tax Return transcript(s) or signed copies of the 2021 income tax return(s) and applicable schedules must be provided for each.

### **Check the box that applies:**

- A 2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return(s) and applicable schedules is provided.
- A 2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return(s) and applicable schedules will be provided later.

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
M.I.

\_\_\_\_\_  
Student ID

**SECTION D: STUDENT NON-TAX FILERS**

**Complete this section if the student and spouse, if the student is married, will not file and are not required to file a 2021 income tax return with the IRS. Check the box that applies:**

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

The student and/or spouse were employed in 2021 and have listed below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is provided. Provide copies of all 2021 IRS W-2 forms issued to the student and spouse by their employers. 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 the student's name and ID at the top.

Employer's Name	Was an IRS W-2 provided by this employer? If yes, you must attach a copy of the W-2.	Annual Amount Earned in 2021
ABC's Auto Body Shop (example)	Yes	\$4,500.00
<b>Total Amount of Income Earned from Work in 2021</b>		<b>\$</b>

The student and spouse must provide documentation from the IRS dated on or after October 1, 2022 that indicates a 2021 IRS income tax return was not filed with the IRS, or a signed statement certifying that the individual attempted to obtain confirmation of the non-filing from the IRS and was unable to obtain the required documentation.

**Check the box that applies:**

Confirmation of non-filing or signed statement is provided.

Confirmation of non-filing or a signed statement will be provided later.

**If the student and/or spouse are unable to obtain a Verification of Non-filing Letter (VNF) from the IRS, they must certify that they attempted to obtain the VNF from the IRS and were unable to acquire the required documentation.**

I certify that I and/or my spouse have not filed an income tax form for the 2021 tax year and were not required to file a tax form for that year. I also certify that I attempted to obtain the Verification of Non-filing Letter (VNF) from the IRS but was unable to acquire the required documentation. My W-2 form(s) is attached and the amount earned from each employer in 2021 is provided above.

**SECTION E: Certification and Signatures**

The student signing below certifies that all of the information reported is complete and correct.

**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

\_\_\_\_\_  
Date

**PLEASE RETURN ALL FORMS AND DOCUMENTATION TO: (Mail or Fax)**

Vernon College  
Financial Aid Office  
4400 College Drive  
Vernon, TX 76384

Phone: 940-552-6291  
Fax: 940-553-1753  
<http://www.vernoncollege.edu/FinancialAid/>