

2021–2022 Verification Worksheet

Dependent Student- Tracking Group V1

Your 2021–2022 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 SSN
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. Number of Household Members and Number in College

List below the people in your **parent(s)’ household**. Include:

- Yourself
- 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, 2021, through June 30, 2022, or if the other children would be required to provide parental information if they were completing a FAFSA for 2021–2022. 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, 2021.

Include in the space below information about any household member, excluding your parent(s), who is or will be enrolled **at least half time** in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2021, and June 30, 2022. *If more space is needed, attach a separate page with your name and ID number at the top.*

Note: 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.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>(example) Missy Jones</i>	<i>18</i>	<i>Self</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>	<i>Bacone College</i>	

Student Name: _____

Student ID Number: _____

C. Dependent Student's Income Information to Be Verified

1. TAX RETURN FILERS

Complete this section if the student filed or will file a 2019 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 www.FAFSA.gov. In most cases, no further documentation is needed to verify 2019 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.

Important Note: If the student filed, or will file, an amended 2019 IRS tax return, the student must contact the financial aid administrator before completing this section.

Check the box that applies:

- The student has used the IRS Data Retrieval Tool (DRT) in *FAFSA on the Web* to transfer 2019 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS Data Retrieval Tool (DRT) in *FAFSA on the Web*, but will use the tool to transfer 2019 IRS income information into the student's FAFSA.
- The student is unable or chooses not to use the IRS Data Retrieval Tool (DRT) in *FAFSA on the Web*, and instead will provide the institution with a **2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules**.

IRS tax return transcripts may be requested through www.IRS.gov, 1-800-908-9946, or by mail using IRS Form 4506T-EZ or IRS Form 4506-T. Be sure to request a "Return Transcript." Transcripts are generally received within 10 business days from the IRS's receipt of the request. To use the "Get Transcript Online" option, 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.

- Check here if the student's **2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules** is provided.
- Check here if the student's **2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules** will be provided later. *Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.*

2. TAX RETURN NONFILERS

Complete this section if the student will not file and is not required to file a 2019 income tax return with the IRS.

Check the box that applies:

- The student was not employed and had no income earned from work in 2019.
- The student was employed in 2019 and has listed below the names of all employers, the amount earned from each employer in 2019, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2019 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 number at the top.*

Employer's Name	IRS W-2 Attached?	2019 Amount Earned
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4500
Total amount of Income earned from Work:		\$

Student Name: _____

Student ID Number: _____

D. Parent's Income Information to Be Verified

Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

1. TAX RETURN FILERS

Complete this section if the parents filed or will file a 2019 IRS income tax return(s). The best way to verify income is by using the IRS Data Retrieval Tool (DRT) that is part of FAFSA on the Web at www.FAFSA.gov. In most cases, no further documentation is needed to verify 2019 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about whether or how to use the IRS Data Retrieval Tool see the student's financial aid administrator.

Important Note: If the student's parent(s), filed or will file, an amended 2019 IRS tax return the student's financial aid administrator must be contacted before completing this section.

Check the box that applies:

The parents have used the IRS Data Retrieval Tool (DRT) in *FAFSA on the Web* to transfer 2019 IRS income information into the student's FAFSA.

The parents have not yet used the IRS Data Retrieval Tool (DRT) in *FAFSA on the Web*, but will use the tool to transfer 2019 IRS income information into the student's FAFSA.

The parents are unable or choose not to use the IRS Data Retrieval Tool (DRT) in *FAFSA on the Web*, and the parent will provide the institution with a **2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules**. If the parents are married, and separate 2019 tax returns were filed, 2019 IRS tax return transcripts must be submitted for each parent.

IRS tax return transcripts may be requested through www.IRS.gov, 1-800-908-9946, or by mail using IRS Form 4506T-EZ or IRS Form 4506-T. Be sure to request a "Return Transcript." Transcripts are generally received within 10 business days from the IRS's receipt of the request. To use the "Get Transcript Online" option, 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.

Check here if the parent's **2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules** is provided.

Check here if the parent's **2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules** will be provided later.

2. TAX RETURN NONFILERS

Complete this section if the parents will not file and are not required to file a 2019 income tax return with the IRS. Provide documentation from the IRS that indicates a 2019 IRS income tax return was not filed with the IRS, or a signed statement certifying that the individual was unable to obtain the required documentation.

Check the box that applies:

The parent(s) was not employed and had no income earned from work in 2019.

The parent(s) was employed in 2019 and has listed below the names of all the parent's employers, the amount earned from each employer in 2019, and whether an IRS W-2 form is attached. Attach copies of all 2019 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 ID number at the top.*

Employer's Name	IRS W-2 Attached?	For Whom?	2019 Amount Earned
<i>(Example) ABC's Auto Body Shop</i>	Yes	Father	\$4000
Total amount of Income earned from Work:			\$

Student Name: _____

Student ID Number: _____

E. Parent's Other Information to Be Verified

1. Complete this section if someone in the student's parent's household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2019 calendar year.

One of the persons listed in Section B of this worksheet received SNAP benefits in 2019. If asked by the student's school, I will provide documentation of the receipt of SNAP benefits during 2019.

2. Complete this section if one of the student's parents paid child support in 2019.

One (or both) of the student's parents listed in Section B of this worksheet paid child support in 2019. The parent has indicated below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2019 for each child. If asked by the school, I will provide documentation of the payment of child support. *If you need more space, attach a separate page that includes the student's name and Social Security Number at the top.*

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Amount of Child Support Paid in 2019
<i>(Example) Joe Jones</i>	<i>Jane Doe</i>	<i>Jake Jones</i>	<i>\$6,000</i>

F. Certification and Signatures

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

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.**

Student's Signature (Required)

Date

Parent's Signature (Required)

Date

This completed worksheet **(along with photocopies of any required documents)** must be mailed, brought, or faxed (1-866-498-1487) as soon as possible to:

Bacone College
Office of Financial Aid
2299 Old Bacone Road
Muskogee, OK 74403

You should make a copy of this worksheet for your records.