

# 2021–2022 Verification Worksheet

## Dependent Student- Tracking Group V5

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. Dependent Student’s Family Information

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 the name of the college for any household member, excluding your parent(s), who 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 the student’s name and Social Security 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>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>SELF</i>	<i>Bacone College</i>	

Student Name: \_\_\_\_\_

Student SS 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](http://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](http://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 the student'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 student by employers. *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?	2019 Amount Earned
(Example) ABC's Auto Body Shop	Yes	\$4500
Total amount of Income earned from Work:		\$

Student Name: \_\_\_\_\_

Student SS 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](http://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](http://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 Social Security 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	<i>Father</i>	<i>\$4000</i>
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
Joe Jones	Jane Doe	Jake Jones	\$6,000

**F. High School Completion Status**

Provide one of the following documents to indicate the student's high school completion status when the student begins college in 2021–2022:

- A copy of the student's high school diploma.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or another similar document.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A State certificate or transcript received by a student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- For a student who was homeschooled in a State where State law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a State where State law does not require the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a transcript, or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

**G. Documentation of Identity/Statement of Educational Purpose**

In order to complete the Verification process, you will need to appear in person at your postsecondary institution and present your government issued ID (such as a driver's license, military ID, passport, etc.) and this verification worksheet to an institutionally authorized financial aid administrator. Your financial aid administrator will need to validate the statement below at the time of submission by maintaining a copy of your photo ID and by providing a signature and date. ***If you cannot appear in person to submit this worksheet, you will need to provide a copy of your government issued ID and this worksheet notarized by a public notary.***

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and that the federal  
(Print Student's Name)  
student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending

\_\_\_\_\_ for 2021-2022.  
(Name of Postsecondary Educational Institution)

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

\_\_\_\_\_  
Financial Aid Administrator Signature and Date

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

**Notary's Certificate of Knowledge**

State of: \_\_\_\_\_ City/County of: \_\_\_\_\_ on: \_\_\_\_\_

Before me, \_\_\_\_\_ personally appeared, \_\_\_\_\_  
(Notary's Name) (Printed name of signer)

And provided to me on a basis of satisfactory evidence of identification \_\_\_\_\_  
(Type of government-issued photo ID provided)

To the above-named person who signed the foregoing instrument.

**WITNESS my hand and official seal** \_\_\_\_\_  
(Notary Signature) (Date Commission Expires)

(Seal)

**H. 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, or brought*** into the office as soon as possible to:

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

***This worksheet will not be accepted by fax as we are required to have the ORIGINAL Notary signature and seal.***

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