

# Office of Financial Aid 2023-2024 V1 Verification Worksheet Dependent Student

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for a review process called Federal Verification. Federal policy states that before awarding Federal Student Aid, we may ask you to confirm the information that you and your parent(s) reported on your FAFSA. You and at least one (1) parent must complete and sign this form and submit all required documents to Student Financial Aid. If you have any questions, please contact our office as soon as possible. Please complete this form in its entirety. You may indicate "N/A" for items that are not applicable and/or "0" (zero) for fields that have no relevant value. Student Financial Aid may need to collect further information as needed

## A. Dependent Student's Information

Name (Last, First, Middle Initial)

Hartwick ID

Address

Phone

Hartwick Email

## B. Household Members and Number in College

Please list below the people in your **parent(s)' household**. Include:

- The student
- The parents (including a step-parent)
- The parents' other children if the parents will provide more than half of their support from July 1, 2023 through June 30, 2024, or if the other children would be required to provide parental information if they were completing a FAFSA for 2023-2024. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with you and 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, 2024.

Write the name of the college for any household member, who will be attending college at least half time, in a program that leads to a college degree or certificate any time between July 1, 2023 and June 30, 2024. Only list the college if it is an institution in the US. Do not list the name of the college if the parent is enrolled

Full Name	Age	Relationship	College	Enrolled at least ½
				time?
		Yourself	Hartwick College	

## C. Dependent Student's Income (Complete Section 1 or 2)

#### Section 1. If you completed a 2021 Federal Income Tax Return check only one box below

- Check here if you (student) completed the IRS data retrieval process either on your initial FAFSA or when making corrections to the FAFSA.
- Check here if you (student) are attaching a copy of your 2021 IRS Tax Return Transcript **or** a signed copy of your 2021 Federal Income Tax Return, including Schedules 1-3, if applicable. Tax return transcripts can be requested from the IRS by visiting <u>www.irs.gov/transcript</u>

## Section 2. If you did not file and are not required to file a 2021 Federal Income Tax Return check only one box below:

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

The student was employed in 2021 and has listed below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 or 1099 form is attached. Provide copies of all 2021 IRS W-2 and/or 1099 forms issued to the student. List every employer even if the employer did not provide an IRS W-2 or 1099 form. Provide a signed statement explaining the reason if unable to obtain an IRS W-2 or 1099 form for income earned from employer. If more space is needed, attach a separate page with the student's name and ID number at the top.

#### (Do not complete if you are a tax filer)

Employer's Name	2021 Amount Earned	IRS W-2 or 1099		

## D. Parent's Income Information (Complete Section 1 or 2)

Section 1. If you completed a 2021 Federal Income Tax Return check only one box below:

Check here if you (parent) completed the IRS data retrieval process either on your initial FAFSA or when making corrections to the FAFSA.

Check here if you (parent) are attaching a copy of your 2021 IRS tax return transcript or a **signed** copy of your 2021 Federal Income Tax Return, including Schedules 1-3, if applicable.

# Section 2. If you did not file and are not required to file a 2021 income tax return check only one box below:

If the parent(s) did not file a 2021 income tax return with the IRS, provide "Verification of Nonfiling Letter" from the IRS. See instructions below on how to obtain this

Check here if neither parent was employed nor earned income from work in 2021.

Check here if one or both parents were employed in 2021 and list below the names of all employers, the amount earned from each employer in 2021, and attach copies of all 2021 IRS W-2 forms issued to the parents by their employer(s).

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

#### (Do not complete if you are a tax filer)

Employer's Name	2021 Amount Earned	IRS W-2 or 1099		

#### E. Certification and Signatures

Each person signing this form certifies that all the information reported on it is complete and correct. The student and a parent in the primary household must sign (not electronic or digital) and date below.

Student's Signature

Date

## PARENTS (NOT REQUIRED TO FILE): HOW TO OBTAIN THE IRS NON-FILING LETTER

a. Go to www.irs.gov, click "Get Your Tax Record."

b. Click "Get Transcript ONLINE" (If at any point, you cannot validate your identity – for example you cannot provide financial verification information or you lack access to a mobile phone – you will need to use the Get Transcript by MAIL option, see below for instructions).

c. Enter the non-filer's Social Security Number (you can use your ITIN or EIN), e-mail address, filing status, account numbers for loan or credit card associated with your name, and mobile phone associate with your name. This information will be used to verify your identity with the IRS.

d. Click "Continue".

e. Select "Verification of Non-filing Letter" for TAX YEAR 2021 f. If successfully validated, you will be able to view your IRS Verification of Non-filing letter that you can print for submission.

## **IRS DRT INSTRUCTIONS**

If you have questions or need assistance, you may contact the FAFSA Helpline at 1-800-433-3243. Live agents are available to walk you through this process.

a. Log in to your current FAFSA form or start a new application at studentaid.gov

b. In the finances section of the online form, you will see a "Link to IRS" button if you are eligible to use the IRS DRT.

c. Click the "Link to IRS" button and log in with your FSA ID to be transferred to the IRS to retrieve your information. d. Once at the IRS site, enter your information exactly as it appears on your federal income tax return and click the "Submit" button. e. Check the "Transfer My Tax Information into the FAFSA form" box, and click the "Transfer Now" button.

f. You will know that your federal tax return information has been successfully transferred because the words "Transferred from the IRS" will display in place of the IRS information in your FAFSA form.

## **REQUEST TRANSCRIPT ONLINE**

a. Go to www.irs.gov, click "Get Your Tax Record."

b. Click "Get Transcript Online." Make sure to request "Tax Return Transcript and NOT the "Account Transcript."

c. 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.)

d. The transcript displays online upon successful completion of the IRS's two-step authentication.