

## 2023–2024 Verification Worksheet: Independent Student

### Step 1 - Student Information:

\_\_\_\_\_  
Student's Name (First, MI, Last)

\_\_\_\_\_  
Student's ID #

\_\_\_\_\_  
Student's Address (include apt. #)

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Student's Primary Phone # (include area code)

\_\_\_\_\_  
Student's Primary Email Address

### Step 2 – Household Information:

Number of Household Members: 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.

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

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>		

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.

**Step 3 – Student’s Tax Filing Status – Calendar Year 2021:**

Have you or will you be required to file a 2021 U.S. federal tax return?

\_\_\_\_\_ **YES**

\_\_\_\_\_ **NO, and I had no earnings from work.** In addition to completing this form, please also submit a “*Verification of Nonfiling (VNF) Letter*” from the IRS dated on or after October 1, 2022, attesting that you did not file a 2021 IRS tax return. You may obtain one here: <https://www.irs.gov/individuals/get-transcript>.

\_\_\_\_\_ **NO, but I had some earnings from work.** In addition to completing this form, please submit a copy of all W-2 forms received for 2021 as well as a “*Verification of Nonfiling (VNF) Letter*” from the IRS dated on or after October 1, 2022, attesting that they did not file a 2021 IRS tax return. You may obtain one here: <https://www.irs.gov/individuals/get-transcript>.

**Step 4 – Spouse’s Tax Filing Status – Calendar Year 2021:**

If you are married, has your spouse filed or will they be required to file a 2021 U.S. federal income tax return?

\_\_\_\_\_ **YES**

\_\_\_\_\_ **NO, and they had no earnings from work.** In addition to completing this form, please also submit a “*Verification of Nonfiling (VNF) Letter*” from the IRS dated on or after October 1, 2022, attesting that they did not file a 2021 IRS tax return. One may be obtained here: <https://www.irs.gov/individuals/get-transcript>.

\_\_\_\_\_ **NO, but they had some earnings from work.** In addition to completing this form, please submit a copy of all W-2 forms received for 2021 as well as a “*Verification of Nonfiling (VNF) Letter*” from the IRS dated on or after October 1, 2022, attesting that they did not file a 2021 IRS tax return. One may be obtained here: <https://www.irs.gov/individuals/get-transcript>.

**Step 5 – Certification:**

I certify all the information reported is complete and correct (the student and student’s spouse, if married, must sign). A hand written signature, not typed, is required:

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**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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**Spouse Signature (if married)** \_\_\_\_\_ **Date** \_\_\_\_\_