

# 2022-2023 Dependent Student Verification Worksheet

Your 2022-2023 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. We are required by law to review selected FAFSA applications with actual tax documentation before disbursing federal student aid. If there are differences, your FAFSA information may need to be corrected. **Please complete ALL sections of this worksheet, attach all required tax documentation, and return to the Office of Financial Aid.** Documentation may be faxed or sent through United States Postal Service to the number or mailing address below. Incomplete forms and missing tax documents will delay processing.

## A. STUDENT INFORMATION

Last Name	First Name	MI	Denison ID #
Permanent Address			Date of Birth
Email Address			(    ) Preferred Phone

## B. HOUSEHOLD AND COLLEGE INFORMATION

Carefully read the following instructions, and in the table below, report:

1. On the **first line** enter yourself (**student's name/age**)
2. On the **next line(s) your parent(s)** (including a step-parent) that you live with, which should match FAFSA, and is the parent you will live with the majority of the time through June 30, 2023. Do not include a non-custodial parent. If clarification is needed for divorced/separated/remarried/widowed parents, visit: [studentaid.gov](http://studentaid.gov)
3. Your parent(s) other children (**siblings/step-siblings**), even if they don't live with your parent(s), **IF** the parent(s) will provide more than half of their support from July 1, 2022, through June 30, 2023, **OR** if the other children would be required to provide parental information if completing a 2022-2023 FAFSA
4. 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, 2023

**Number in College:** For each household member (**excluding parents**), who is, or will be, enrolled, at least half-time in a degree, diploma or certificate program at an eligible postsecondary educational institution anytime between July 1, 2022 and June 30, 2023, and include the name of the college and enrollment response of Yes or No.

If more space is needed, attach a separate page with the student's name and Denison ID # or last 4 digits of SSN.

Full Name	Age	Relationship	College	Enrolled At Least Half-Time?
		Self	Denison University	Yes

## INSTRUCTIONS FOR SECTIONS C AND D

**Tax Filers:** The preferred way to verify **2020 tax information** is by using the **IRS Data Retrieval Tool** within the FAFSA. For security and privacy, all information transferred from the IRS Data Retrieval Tool will be masked, and students and parents will see "Transferred from the IRS." Follow the instructions below to determine if you are eligible to use the IRS Data Retrieval Tool. For parents who filed separate 2020 IRS income tax returns, the IRS Data Retrieval Tool cannot be used, and the tax information will be entered manually.

If you were not able to use the IRS Data Retrieval Tool you must provide a copy of your **2020 IRS Tax Return Transcript for each tax filer**. If your parents are married or are unmarried and living together and filed separate returns, then tax transcripts are required for each parent. The Office of Financial Aid cannot accept copies of IRS tax returns most commonly known as a Form 1040.

A **2020 IRS Tax Return Transcript** may be obtained through the following methods:

- Online Request - [IRS.gov](https://www.irs.gov) → “Get My Tax Record” → “Get Transcript Online” or “Get Transcript by Mail.”
  - The requestor is required to establish an [ID.me](https://www.id.me) account as part of establishing an account with the IRS. Your Social Security number, driver’s license card, US passport or US passport card and access to your smartphone or computer with a camera are needed.
- Telephone Request - 1-800-908-9946 → Request an IRS Tax Return Transcript, (**NOT** the IRS Tax Account Transcript)
- Paper Form Request - IRS Form 4506T-EZ or IRS Form 4506-T

**Amended Tax Returns:** If you or your parent(s) filed an amended 2020 IRS income tax return (Form 1040X), submit a signed copy in addition to the 2020 Tax Return Transcript.

**Parent Non-Tax Filers:** If your parents(s) did not, will not, and were not required to file a 2020 IRS income tax return, **request and attach a copy of your parent(s) 2020 IRS Verification of Non-Filing Letter** dated on or after October 1, 2020. To obtain a 2020 Verification of Non-Filing Letter, go to [IRS.gov](https://www.irs.gov), select “Get My Tax Record,” click “Get Transcript Online.” The non-filing letter is considered a transcript type. **Attach copies of all 2020 W-2(s) and/or 1099(s).**

**C. PARENT INCOME INFORMATION:** Check the box that applies:

- My parent(s) income was reported on my FAFSA using the IRS Data Retrieval Tool.
- My parent(s) filed a 2020 IRS income tax return but could not use the IRS DRT. Attached is a copy of the 2020 IRS tax return transcript(s).
- My parent(s) did NOT work and did not - and were not required to - file a 2020 income tax return. Attached is the 2020 IRS Verification of Non-Filing Letter.
- My parent(s) did NOT - and were not required to - file an IRS tax return but earned income in 2020. Complete the following chart and attach applicable 2020 W-2(s) and/or 1099(s).

Parent Source(s) of Income for NON-TAX Filers	2020 Amount Earned	W-2/1099 Attached?

**D. STUDENT INCOME INFORMATION:** Check the box that applies.

- My income was reported on my FAFSA using the IRS Data Retrieval Tool.
- I filed a 2020 IRS income tax return but could not use the IRS DRT. Attached is the 2020 IRS tax return transcript.
- I did NOT work, did not and was not required to file a 2020 IRS income tax return.
- I did NOT, and was not required to file an IRS return, BUT earned income in 2020. Complete the following chart and attach applicable 2020 W-2(s) and/or 1099(s).

Student Source(s) of Income for NON-TAX Filers	2020 Amount Earned	W-2/1099 Attached?

**E. CERTIFICATION and SIGNATURES**

Each person signing this document certifies that all the information reported on this form and any attachments to this form are complete and accurate. The student and spouse must sign and date. **PLEASE DO NOT SIGN ELECTRONICALLY.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date