

**Federal Student Aid Programs****Dependent Verification Worksheet**

**Complete Sections A-E below.** See back for instructions. If you need more space, complete last page of this document.

**A. Student Information**

Last Name	First Name	M.I.	MNU ID Number
Permanent Address		City	State Zip
		Date of Birth	

**B. Household Information**

On the FAFSA you reported your household size and number in college between July 1, 2023 and June 30, 2024. (See back for details.)

**If there is a discrepancy between the FAFSA and worksheet, your FAFSA will be updated to match the information provided below.**

Full Name	Age	Relationship	College/University	Enrolled at Least Half Time? (Y/N)
		Self	MidAmerica Nazarene University	
If you need more space, list additional family members in table on the last page of this document.				

**C. 2021 Student Income Information to be Verified (Student check applicable box and provide required documents.)**☐

**I, the student, filed a 2021 Tax Return (Check documentation choice below.)**

☐ Transferred tax information from the IRS using the data retrieval tool that is part of the FASFA on the web.

☐ 2021 IRS Tax Return Transcript attached. (Request at <https://www.irs.gov/individuals/get-transcript>.)

☐

**I, the student, was employed in 2021, and certify that I was not required to file taxes.**

List each employer and the amount earned from each in the table below, and provide copies of all 2021 IRS W-2 Forms.

Employer	2021 Earnings	IRS W-2 Form attached
	\$	
	\$	
	\$	

☐

**I, the student, was not employed in 2021, and certify that I was not required to file taxes.** (No documentation required.)

**D. 2021 Parent Income Information to be Verified (Parent check applicable box(es) and provide required documents.)**☐

**I/We, the parent(s), filed a 2021 Tax Return. Each parent tax-filer listed on the FAFSA must provide one the following:**

☐ Transferred tax information from the IRS using the data retrieval tool that is part of the FASFA on the web.

☐ 2021 IRS Tax Return Transcript attached. (Request at <https://www.irs.gov/individuals/get-transcript>.)

☐

**I/We, the parent(s), certify that I was/we were not required to file 2021 taxes.**

☐ All parent non-filers are required to submit IRS Verification of Non-filing Letter(s). (Request using IRS Form 4506-T.)

☐ If employed in 2021, all parent non-filers must also complete the table below, and provide copies of all 2021 IRS W-2 Forms.

Employer	2021 Earnings	IRS W-2 Form attached
	\$	
	\$	

**E. Student and Parent/Stepparent Certifications and Signatures (Electronic Signatures not allowed.)**

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

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

Student Signature (Electronic Signature not Allowed) \_\_\_\_\_ Date \_\_\_\_\_

Parent/Stepparent Signature (Electronic Signature not Allowed) \_\_\_\_\_ Date \_\_\_\_\_

Student Best Contact Number \_\_\_\_\_

Parent/Stepparent Best Contact Number \_\_\_\_\_



**Mail or return this form and accompanying documentation to:**

Student Financial Aid Services • 2030 E. College Way • Olathe, KS • Phone 913-971-3298 • Fax 913-971-3482

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for verification; therefore, we are required to confirm the information you and your parent(s)/stepparent reported on your FAFSA. The law gives us the authority to request and review specific documents. In some situations, additional documentation may be required beyond the items listed on this form. Your FAFSA may need to be updated due the verification process.

**ALL FINANCIAL AID OFFERS (INCLUDING FEDERAL AND STATE GRANTS) ARE SUBJECT TO CHANGE AND WILL NOT BE DISBURSED UNTIL VERIFICATION IS COMPLETE PER U.S. DEPARTMENT OF EDUCATION REGULATIONS.**

## Section B Household Information

**Complete the table, listing the people that your parent(s) will support between July 1, 2023 and June 30, 2024. INCLUDE THE FOLLOWING:**

- Include the name, age, and relationship of all members of your household whether they are in college or not.
- **Yourself** (student)
- **Your parent(s)** (*including a stepparent*) living in the household reporting information on your FAFSA (even if you do not live with them.)
- **Your parents' other children** **IF** your parents will provide more than half 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 2023-2024 FAFSA (even if they don't live with you.). *Foster children and children for whom your parent(s) report child support paid on the FAFSA should not be included.*
- 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, 2024.
- List the college or university only if the household member, excluding parents, will be enrolled at least half time in a degree or certificate program at an eligible postsecondary educational institution any time between July 1, 2023 and June 30, 2024.

## Section C-D Income Information

Typically, **the best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT)** that is part of the FAFSA on the Web. In most cases, no further documentation is needed to verify 2021 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

Contact the Office of Student Financial Aid Services for additional required documents if one of these special situations applies:

- Married students or parents who filed separate 2021 income tax returns.
- Individuals who filed jointly but are no longer married.
- Individuals granted a filing extension by the IRS.
- Individuals who filed an amended IRS income tax return.
- Individuals who are victims of tax administration identity theft.
- Individuals who filed non-IRS income tax returns.

These instructions apply to the student and each parent included in the household.

Tax-filers must successfully complete IRS data retrieval or provide a copy of their **2021 IRS Tax Return Transcript(s)**. Parent(s) and Stepparent who did not file 2021 taxes, must provide **Verification of Non-Filing Letter(s)** which is proof from the IRS that a person did not file a 2021 tax return. In addition, all non-filers must provide copies of their 2021 IRS W-2 Form(s). Popular methods to obtain these documents follow:

Get Transcript by MAIL: Go to <https://www.irs.gov/individuals/get-transcript>, and click "Get Transcript by Mail." Make sure you request the **2021** "Return Transcript" and **NOT** the "Account Transcript".

Request Verification of Non-Filing: Go to <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>, PRINT, complete IRS Form 4506-T, and submit to the IRS.

Automated Telephone Request: 1-800-908-9946

## Federal Student Aid Programs

## Dependent Verification Worksheet

\*\*\*\*\* *Complete this page only if you need more space.* \*\*\*\*\*

### A. Student Information

Last Name		First Name		M.I.		MNU ID Number	
Permanent Address			City	State	Zip	Date of Birth	

## B. Household Information

\*\*\*\*\* *If additional space is needed, list only family members who are not listed on the first page.* \*\*\*\*\*

[illegible]

**C. 2021 Student Income Information to be Verified** (Extra space for employed student non-tax filers only.)

\*\*\*\*\* If additional space is needed, list only employers not listed on first page, and include amounts earned \*\*\*\*\*

[illegible]**D. 2021 Parent Income Information to be Verified** (Extra space for employed parent non-tax filers only.)

\*\*\*\*\* If additional space is needed, list only employers not listed on first page, and include amounts earned \*\*\*\*\*

[illegible]