

Your 2022-2023 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, we 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 a parent whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to our office. We may ask for additional information. If you have questions about verification, contact our office 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 Social Security Number
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

1) List below the people in the parents' household. Include:

- **The student.**
- **The parents (including a stepparent)** even if the student does not live with the parents.
- Your **parent(s)' other children** 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 they were completing a FAFSA for 2022-2023. 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 the parent(s) and the parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2023.

2) Include the name of the college for any **children** in the household who will be enrolled, at least half time between July 1, 2022, and June 30, 2023 in a degree, diploma, or certificate program at a postsecondary educational institution that participates in federal student financial aid programs. *If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Full Name	Age	Relationship	Will be Enrolled in College at Least Half Time, Yes or No	If yes, name of College
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Yes</i>	<i>Central University</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.

**C. Dependent Student's Income Information to Be Verified**

**PLEASE COMPLETE SECTION 1 (for tax filers) OR SECTION 2 (if you did not file taxes). DO NOT MARK BOXES IN BOTH SECTIONS.**

**1. TAX RETURN FILERS Complete this section ONLY IF the student filed or will file a 2020 income tax return with the IRS—Important Note:** If the student filed, or will file, an amended 2020 IRS tax return, was a victim of IRS tax related identity theft, or was granted a filing extension by the IRS, you must contact our office before completing this section.

**Instructions:** *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student has not already used the tool, go to <https://studentaid.gov>, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2020 IRS income tax information into the student's FAFSA. If you need more information about when, or how to use the IRS Data Retrieval Tool, contact our office.*

**Check the box that applies:**

- The student has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2020 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *We will use the IRS information that was transferred in the verification process.*
- The student has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2020 IRS income information into the student's FAFSA. *See instructions above for information on how to use the IRS Data Retrieval Tool. We cannot complete the verification process until the IRS information has been transferred into the FAFSA.*
- The student is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will submit to the school a **2020 IRS Tax Return Transcript(s) or a signed 2020 IRS Federal Income Tax Return and applicable schedules.**
  - Check here if the student's 2020 IRS Tax Return Transcript or a complete and signed 2020 tax return is attached to this worksheet.*
  - Check here if the student's 2020 IRS Tax Return Transcript or a complete and signed 2020 tax return will be submitted to our office later. Verification cannot be completed until the 2020 tax return has been submitted to our office.*

**2. TAX RETURN NON-FILERS ONLY—Complete this section if the student will not file and is not required to file a 2020 income tax return with the IRS.**

**Check the box that applies:**

- The student was not employed and had no income earned from work in 2020.
- The student was employed in 2020 and has listed below the names of all the student's employers, the amount earned from each employer in 2020, and whether an IRS W-2 form is attached. Provide copies of all 2020 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 Social Security Number at the top.*

Employer's Name	2020 Amount Earned	W-2 Issued/Please Attach
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>
<b>Total Amount of Income Earned From Work</b>	<b>\$</b>	

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_



**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.

**PLEASE COMPLETE SECTION 1 (for tax filers) OR SECTION 2 (if you did not file taxes). DO NOT MARK BOXES IN BOTH SECTIONS.**

**1. TAX RETURN FILERS** Complete this section **ONLY IF** the student's parent(s) **filed or will file a 2020 income tax return with the IRS**—**Important Note:** If the student's parent(s) filed, or will file, an amended 2020 IRS tax return, was a victim of IRS tax related identity theft, or was granted a filing extension by the IRS, you must contact our office before completing this section.

**Instructions:** *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student's parent(s) has not already used the tool, the parent and the student should go to <https://studentaid.gov>, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2020 IRS income tax information into the student's FAFSA. If you need more information about whether or how to use the IRS Data Retrieval Tool, contact our office.*

**Check the box that applies:**


- The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2020 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *We will use the IRS information transferred into the student's FAFSA to complete the verification process.*
- The student's parent has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2020 IRS income information into the student's FAFSA. *See instructions above for information on how to use the IRS Data Retrieval Tool. We cannot complete verification until the parent has transferred IRS information into the student's FAFSA.*
- The student's parent will submit to the school a **complete and signed 2020 Federal Income Tax Return**.
  - Check here if the student's parents' complete and signed 2020 tax return is attached to this worksheet.*
  - Check here if the student's parents' complete and signed 2020 tax return will be submitted to our office later. Verification cannot be completed until the 2020 tax return has been submitted to our office.*
-   *Check and attach parent(s) W-2 Form(s)*
-   *Check if no W-2 forms were issued for either parent.*

**2. TAX RETURN NON-FILERS ONLY**—Complete this section if the student's parent(s) will not file and is not required to file a 2020 income tax return with the IRS.

**Check the box that applies:**

- Neither parent was employed and neither had income earned from work in 2020.
- One or both parents were employed in 2020 and have listed below the names of all the parent's employers, the amount earned from each employer in 2020, and whether an IRS W-2 form is attached. Attach copies of all 2020 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	2020 Amount Earned	W-2 Issued/Please Attach
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>
<i>Total Amount of Income Earned From Work</i>	<i>\$</i>	

 **FOR ALL NON-FILERS:** Provide documentation from the IRS dated on or after October 1, 2020 that indicates a 2020 IRS income tax return was not filed with the IRS. A confirmation of non-filing can be obtained from the IRS using form 4506-T and checking box 7.

- Check here if confirmation of non-filing is provided.
- Check here if confirmation of non-filing will be provided later.
- Check here if an attempt to obtain confirmation was made but was unsuccessful.

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**2. Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported on it 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, you may be fined, be sentenced to prison, or both.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**Mail, FAX or add to drop box this completed form:**  
**Financial Aid Office**  
**Taylor University**  
**236 W Reade Ave**  
**Upland, IN 46989-1001**  
**FAX: (765)998-4910**  
<https://my.taylor.edu/FinAidSecureDrop>