2023–2024 Verification Worksheet
Dependent Student- Tracking Group V5

Your 2023–2024 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 at least one parent whose information was reported on the FAFSA must complete and sign this worksheet, and include any required documents, and upload via Net Partner to the Financial Aid Office at Belmont Abbey College. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

Please complete in blue or black ink.

A. Dependent Student's Information

_____   _____

Student's Last Name   First Name   M.I.   Student ID 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

Number of Household Members: List below the people in your **parents' household**. Include:

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of the children's 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 the parents and the parents provide more than half of the other people's support and will continue to provide more than half of their support through June 30, 2024.

Number in College**:** List below any household member, excluding the parents, who 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**.**
If more space is needed, provide a separate page with the student's name and ID number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		Self	*Belmont Abbey College*	

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.

Student Name_____   Student ID Number_____

C. Dependent Student's Income Information to Be Verified   *Instructions:* Complete item number one, if you *did not file* a 2021 tax return or complete item number two, if you *did file* a 2021 tax return, *but not both items*.

1. Nontax Filers

Check the *one* box that applies:

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

☐ The student *will not file* and *is not required* to file a 2021 tax return with the IRS. If the student was employed in 2021, list below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is provided. [Provide copies of all 2021 IRS W-2 forms issued to the student by their employers.] List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	2021 Amount Earned	IRS W-2 Provided?
Suzy's Auto Body Shop (Example)	$2,000.00	Yes
Total amount earned from work	$	

_____

2. *Tax Return Filers*

Important Note: If the student filed, or will file, an underlined amended 2021 IRS tax return, the student must contact the financial aid administrator before completing this section.

Instructions: Complete this section if the student filed a 2021 IRS income tax return. *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at studentaid.gov. If the student has not already used the tool, go to studentaid.gov, 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 DRT.*

Check the *one* box that applies:

☐ The student has used the IRS DRT in *FAFSA on the Web* to transfer 2021 IRS tax return information into the student's FAFSA.

☐ The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2021 IRS tax return information into the student's FAFSA.

☐ The student is unable to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return**.

☐ *Verification cannot be completed until the 2021 IRS tax return transcript) or a signed copy of the 2021 income tax return has been submitted to the school*.

A **2021 IRS Tax Return Transcript** may be obtained through the:
- Get Transcript Online – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript ONLINE." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript."
- Get Transcript by Mail – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript ONLINE." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript."
- Automated Telephone Request – 1-800-908-9946 Follow the prompts and choose option #2
- Paper Request Form – Go to www.irs.gov, print, complete and mail to the IRS Form 4506-T-EZ or Form 4506-T.

Student Name_____   Student ID Number_____

D. Parent's Income Information to Be Verified   *Instructions:* The information below applies to each parent included in the household. Complete item number one, if you *did not file* a 2021 tax return or complete item number two, if you *did file* a 2021 tax return, *but not both items*.

1. Nontax Filers

Check the *one* box that applies:

☐ The parent(s) was not employed and had no income earned from work in 2021.

☐ One or both parents *will not file* and *are not required* to file a 2021 tax return with the IRS. If the parent(s) was employed in 2021, list below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is provided. [Provide copies of all 2021 IRS W-2 forms issued to the parent(s) by their employers.] List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	2021 Amount Earned	IRS W-2 Provided?
Suzy's Auto Body Shop (Example)	$2,000.00	Yes
Total amount earned from work	$	

 You must provide documentation from the IRS dated on or after October 1, 2022, that indicates a 2021 IRS income tax return was not filed with the IRS. That documentation may be obtained through the:

- Get Transcript ONLINE – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript ONLINE." Request Verification of Non-filing Letter.
- Paper Request Form – Go to www.irs.gov, print, complete and mail to the IRS Form 4506-T.

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2. *Tax Return Filers*

Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2021 or had to file an amended return or had a change in marital status after December 31, 2021.

Instructions: Complete this section if the parent(s) filed a 2021 IRS income tax return. *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at studentaid.gov. If the parent(s) has not already used the tool, go to studentaid.gov, 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 DRT.*

Check the *one* box that applies:

☐ The parent(s) has used the IRS DRT in *FAFSA on the Web* to transfer 2021 IRS tax return information into the student's FAFSA*.*

☐ The parent(s) has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2021 IRS tax return information into the student's FAFSA.

☐ The parent(s) is unable to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return**.

Verification cannot be completed until the 2021 IRS tax return transcript or a signed copy of the 2021 income tax return *has been submitted to the school*.

A **2021 IRS Tax Return Transcript** may be obtained through the:

- Get Transcript Online – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript ONLINE." Make sure to request the "Return Transcript" and ***NOT*** the "Account Transcript."
- Get Transcript by Mail – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript ONLINE." Make sure to request the "Return Transcript" and ***NOT*** the "Account Transcript."
- Automated Telephone Request – 1-800-908-9946 Follow the prompts and choose option #2
- Paper Request Form – Go to www.irs.gov, print, complete and mail to the IRS Form 4506-T-EZ or Form 4506-T.

Student Name_____   Student ID Number_____

Certifications 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.**

_____   _____
Print Student's Name   Student's ID Number

_____   _____
Student's Signature   Date

_____   _____
Parent's Signature   Date

Upload this worksheet via Net Partner to Belmont Abbey College, Financial Aid Office.

Please keep a copy for your records.