

## 2023–2024 Verification Worksheet

### Independent Student- Tracking Group V1

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 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 must complete and sign this worksheet, 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. Independent 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. Independent Student’s Family Information

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

- **The student.**
- **Your spouse, if you are married.**
- **Your children, if any, if you will provide more than half of the children’s support from July 1, 2023, through June 30, 2024,** or if the 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 you.
- **Other people if they now live with you and you 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.**

**Please report the name of the college, under the college column, for household members, 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)
		<i>Self</i>	<i>Belmont Abbey College</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. Independent Student’s Income Information to Be Verified** *Instructions:* Complete item number one, if you (and your spouse, if married) did not file a 2021 tax return or complete item number two, if you (and your spouse, if married) did file a 2021 tax return, but not both items.

**1. Nontax Filers**

Check the **one** box that applies:

- The student (and spouse, if married) was not employed and had no income earned from work in 2021.
- The student (and spouse, if married) will not file and is not required to file a 2021 tax return with the IRS. If the student (and spouse, if married) 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 and spouse, if married, 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
<b>Total amount earned from work</b>	\$	

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](http://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](http://www.irs.gov), print, complete and mail to the IRS Form 4506-T.

You may now proceed to the student signature page.

**2. Tax Return Filers**

**Important Note:** If the student (and spouse, if married) filed, or will file, an amended 2021 IRS tax return, filed separate tax returns or had a change in marital status after December 31, 2021, you must contact the financial aid administrator before completing this section.

**Instructions:** Complete this section if the student (and spouse, if married) 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](http://studentaid.gov). If the student has not already used the tool, go to [studentaid.gov](http://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 my (and, if married, my spouse’s) 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 my (and, if married, my spouse’s) 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 my (and, if married, my spouse’s) **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 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](http://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](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript: and **NOT** the "Account Transcript."
- Automated Telephone – 1-800-908-9946 Follow prompts and choose option #2
- Paper Request Form – Go to [www.irs.gov](http://www.irs.gov), print, complete and mail to the IRS Form 4506T-EZ or Form 4506-T..

Student Name \_\_\_\_\_

Student ID Number \_\_\_\_\_

**Warning: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

**Certifications and Signatures**

The student signing this worksheet certifies that all of the information reported on it is complete and correct. **The student must sign and date this form.**

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's ID Number

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

\_\_\_\_\_  
Date

**Do not mail this worksheet to the U.S. Department of Education.  
Upload this worksheet via Net Partner to Belmont Abbey College, Financial Aid Office.**

**Please keep a copy for your records.**