

2023 – 2024 VERIFICATION WORKSHEET

Student Financial Services – 23 East Elm Ave Quincy, MA 02170 *Phone*: (617) 745-3712 *Fax*: (617) 745-3992

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected by the U.S. Dept. of Education for review in a process called "verification". In this process we are required by federal law (34 CFR, Part 668) to compare the information from your FAFSA application with the information provided on this form and with your 2021 federal tax return transcripts (and your spouse's if you are married, or parents' if you are considered dependent for federal aid purposes). If there are differences between your application information and your financial documents, your school may need to make corrections electronically.

** We cannot process your financial aid until verification has been completed. Please provide the required documents as soon as possible.**

What you should do:

- 1. Complete and sign the worksheet (for dependent students, one parent must also sign).
- 2. Contact us if you have questions about completing this worksheet.
- 3. Submit the completed worksheet, IRS Tax Return Transcripts for 2021 or signed copy of tax return, and any other documents requested in your email, to our office.

*Student Address (include Apt., city, state and zip code) *Student E-mail *Student Phone *ITEM 1: Read. Check one box and students: For financial aid purposes, you one of the questions in Step Three (questions 45-57) on you (and your spouse) will support between July 1, 2023 provide more than half of their support for the year lister count yourself as a college student. Also, write in the natime in 2023-2024 in a program that leads to a college don this form. Dependent Students: For financial aid purposes, you questions in Step Three (questions 45-57) on the 2023-2 all of the people your parents will support between July stepparent), and your parents' children (if your parents information when applying for federal student aid), and	and follow the instruction of the 2023-2024FAFSA. For Item 13, and June 30, 2024. Include you are considered an independing the 2023-2024FAFSA. For Item 2014, and other persons per instruction of the college for any house degree or certification. Ignore all the unare considered a dependent service of the college for any house are considered a dependent service of the college for any house are considered a dependent service of the college for any house are considered a dependent service of the college for any house are considered a dependent service of the college for any house are considered and application (FA 1, 2023 and June 30, 2024. Include 15.	dent student because you answered YES to n 2 below, write the names of all of the people ourself, your spouse, and your children (if you tructions on the FAFSA. Under College Name, sehold member who will attend at least half all questions pertaining to parent information student because you answered NO to all of the FAFSA). For Item 2 below, write the names of
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yourself as a college student. Also, write in the name of to be included in the number in college), who will attend diploma, or certificate.	other persons per instructions any household member, exclud	rt or if they would be required to give parental s on the FAFSA. Under College Name, count uding parents, (per the FAFSA parents are not
ITEM 2: Household Information (Please list al	I members of household, i	including siblings in college)
	Relationship to student	Name of College if attending half
First & Last Name (Including Student) Age INCLUDE SELF	(Parent, brother, sister, etc)	time or more in 2023-2024

ITEM 3a: Untaxed Income Information		
Did you or your parent(s) make payments to an IRA (NOT 40)1k or 403B) in 2021?	YES NO
Parent	Student/Spouse	
Amount Paid: \$	Amount Paid: \$	
ITEM 4a: Student's Tax Filing Status – Calendar Year 2021		
$\hfill\Box$ Check here if you filed a 2021 Federal Tax Return. Then, $\hfill\Box$	check below if you	
Ahave used the IRS Data Retrieval Tool (DRT) to	complete or update the FAFS	δA.
B have requested an IRS Tax Return Transcript	(See instructions on page 3).	
C have attached a signed copy of your 2021 Ta	x return.	
☐ Check here if you had NO earnings from work, will not file return.	e, and are not required to file a	3 2021 U.S. federal income tax
→Please reference the Non-Filing Letter information	on PAGE 3.	
return. Please complete the earnings box below and proving figure 1. If you did not file and are not required to file a 2021 federal income your employer(s) and any income received in 2021. (Use your W-2 Source of Income:	e tax return, but had some earnin	_
(Example) Eastern Nazarene College	Yes	\$1,200
ITEM 4b: Parent(s)' Tax Filing Status – Calendar Year 2	2021	
□ Check here if you filed a 2021 Federal Tax Return. Then, o		
Ahave used the IRS Data Retrieval Tool (DRT) to o	complete or update the FAFSA	
B have requested an IRS Tax Return Transcript (S	·	
C have attached a signed copy of your 2021 Tax		
 □ Check here if you had NO earnings from work, will not file return. → Please reference the Non-Filing Letter information of the control of the	•	a 2021 U.S. federal income tax
• • • • • • • • • • • • • • • • • • • •		
☐ Check here if you HAD earnings from work, will not file, a return. Please complete the earnings box below and provi	•)21 U.S. federal income tax
If your parent(s) did not file and are not required to file a 2021 fea	leral income tax return, but had so	ome earnings, list below
their employer(s) and any income received in 2021. (Use your W-2		
Source of Income:	IRS W-2 provided?	2021 Earnings:

(Example) MNPS Substitute Teacher

\$3,500

Yes

IMPORTANT INFORMATION FOR NONTAX FILERS:



→ Independent students (see definition on page 1) and/or parent(s) who were not required to file a 2021 IRS Tax Return, need to submit an IRS form 4506-T (Available at www.irs.gov after June 15th) and then submit the <u>Verification of Non-Filing Letter</u> to us. As stated above, please provide any 2021 W-2s to verify wages earned.

→ Dependent Students Who Are Nontax Filers

A dependent student who is a nontax filer is excluded from the verification requirement to provide confirmation of the dependent student's non-filing status from the IRS (Non-Filing Letter).

IMPORTANT INFORMATION FOR TAX FILERS:



Tax Return Transcript & Income Information

To request an official 2021 Tax Return Transcript from the IRS, you may call 1-800-908-9946 or request a transcript online at www.irs.gov/individuals/get-transcript. You may also submit IRS form 4506-T (available at www.irs.gov) via fax to request the Tax Return Transcripts by mail.

ITEM 5: SIGN THIS WORKSHEET

Parent Signature (Dependent Students Only)

, , , ,	that all the information reported to qualify for Federal Student Aid is complete and rmisleading information on this form, you may be fined, be sentenced to jail, or bot	
Student Signature	Date	

Date

Return to: Student Financial Services, Eastern Nazarene College, 23 East Elm Ave., Quincy, MA 02170 FAX: (617) 745-3992 Phone: (617) 745-3712