

Verification Worksheet Checklist
V1 & V5 - Independent Verification Group 2023 – 2024

Student Name: _____ SSN : _____

Your 2023 - 2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "Verification." **Verification must be completed before your financial aid can be finalized and before any federal aid may be awarded.** If there are differences, your FAFSA information may need to be corrected. Please complete **ALL** sections of this worksheet, attach requested documentation, sign and return to the Financial Aid Office. **Verification cannot be completed until all requested documents are received and reviewed.**

HOUSEHOLD INFORMATION

List the names, ages and relationship to the student for all persons in your household including:

- The student.
- The student and spouse, if married.
- The student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2023 through June 30, 2024, even if the child does not live with the student.
- Other people if they now live with the student and the student or spouse provides more than half of the other person's support and will continue to provide more than half of their support through June 30, 2024.

Also, write the name of the college for any household member who will be enrolled in a degree or certificate program at least half-time between July 1, 2023 and June 30, 2024.

(If you need more space, attach a separate page.)

Full Name	Age	Relationship to Student	College	Will be Enrolled at Least Half Time (Yes or No)
		Self	LeMoyne-Owen 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 TAX AND INCOME INFORMATION

Did you file a Federal Income Tax Return for 2021? (Circle one) Yes No

Were you required to file a Federal Income Tax Return for 2021? (Circle one) Yes No

1. If you answered YES, you did file, check the box that applies:
 - I **have used** the IRS Data Retrieval Tool to transfer my 2021 IRS income information into my FAFSA.
 - I will submit my **2021 IRS tax return transcript(s)**: You can obtain a free federal tax transcript by going to the IRS website at www.irs.gov/Individuals/Get-Transcript or call the IRS transcript request line at 1-800-908-9946.

2. If you answered NO, but worked in 2021, attach a copy of your 2021 W-2s.
 - A Verification of Non-Filing from the IRS. This can be requested at <https://www.irs.gov/individuals/get-transcript> using the “Get Transcript by Mail” option, or by using IRS form 4506-T, selecting option 7.

Income Source	2021 Amount

SPOUSE TAX AND INCOME INFORMATION

Did your spouse file a Federal Income Tax Return for 2021? (Circle one) Yes No

Was your spouse required to file a Federal Income Tax Return for 2021? (Circle one) Yes No

3. If you answered YES, they did file check the box that applies:
 - They **have used** the IRS Data Retrieval Tool to transfer my 2021 IRS income information into my FAFSA.
 - I will submit my spouse’s **2021 IRS tax return transcript(s)**: You can obtain a free federal tax transcript by going to the IRS website at www.irs.gov/Individuals/Get-Transcript or call the IRS transcript request line at 1-800-908-9946.

4. If you answered NO, but they worked in 2021, attach a copy of your spouse’s 2021 W-2s.
 - A Verification of Non-Filing from the IRS. This can be requested at <https://www.irs.gov/individuals/get-transcript> using the “Get Transcript by Mail” option, or by using IRS form 4506-T, selecting option 7.

Income Source	2021 Amount

Verification of 2021 Income Information for Individuals with Unusual Circumstances Individuals Granted a Filing Extension by the IRS

An individual who is required to file a 2021 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2021, must provide:

- A copy of IRS Form 4868, “Application for Automatic Extension of Time to File U.S. Individual Income Tax Return,” that was filed with the IRS for tax year 2021;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2021;
- Verification of Non-Filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2021;
- A copy of IRS Form W–2 for each source of employment income received or an equivalent document for tax year 2021 and,
- If self-employed, a signed statement certifying the amount of the individual’s Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2021.

Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for tax year 2021 must provide:

- A **2021 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
- A signed copy of the 2021 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS.

Individuals Who Were Victims of IRS Tax-Related Identity Theft

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

SSN: _____

2023 – 2024 Certifications and Signatures

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, you may be fined, sent to prison, or both.

Student's Signature

Date