



2023-2024 Verification Worksheet - V1

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Student Information

Last Name
 First Name
 ctcLink ID

Previous Last Name(s)
 Email Required (Email is the default communication method)

Instructions: You are an **independent** student if one of the following, or more apply: you are 24 years old, married, an active military member, a veteran, have children or other dependents receiving more than half of their support from you, were in foster care or ward of the court since turning age 13, are emancipated, or you are an unaccompanied youth.

If none of the above apply to you, you are a **dependent** student and parent information is required. Note: students who live on their own and fully support themselves are still dependent if the above statuses do not apply.

Household Information (if necessary, attach separate, signed and dated sheets)

<input type="checkbox"/> Dependent Student	<input type="checkbox"/> Independent Student
<p>Please list the following people in the table below:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yourself (student) <input type="checkbox"/> Your parent(s) <ul style="list-style-type: none"> • List both legal parents (biological or adoptive) if they live together, regardless of marital status or gender. • If your legal parents (biological or adoptive) are divorced/separated, list the parent you lived with most in the last year. If you lived with each parent equally, list the parent who provided more financial support in the last year. <input type="checkbox"/> Your parent(s) other children who live with the parent(s) listed below or if the parent(s) provide more than half of their support from July 1, 2023-June 30, 2024. <input type="checkbox"/> Other people who live with the parent(s) listed below or if the parent(s) provide more than half of their support from July 1, 2023-June 30, 2024. 	<p>Please list the following people in the table below:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yourself (student) <input type="checkbox"/> Your spouse, if you are married <input type="checkbox"/> Your (and your spouses') children, if you will provide more than half of their support from July 1, 2023-June 30, 2024. <input type="checkbox"/> Other people, who live with you and for whom you provide more than half of their support from July 1, 2023-June 30, 2024.

Full Name	Date of Birth	Relationship	College	Enrolled at least half-time between 07/01/23 - 06/30/24
<i>Chris Park (example)</i>	<i>01/28/76</i>	<i>Spouse</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>	<i>Bellingham Technical College</i>	

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Tax and Income Information (see instructions for providing tax information on the next page)

<input type="checkbox"/> Dependent Student			<input type="checkbox"/> Independent Student		
<p>1. Did you (the student) file a 2021 Federal Tax Return? <i>Select only one option below.</i></p> <p><input type="checkbox"/> Yes. I imported my 2021 tax information into the FAFSA using the IRS Data Retrieval Tool (DRT).</p> <p><input type="checkbox"/> Yes. A SIGNED copy of my 2021 Federal Tax Return(s) OR my 2021 IRS Tax Return Transcript(s) is attached.</p> <p><input type="checkbox"/> No. I was not employed and had no income in 2021.</p> <p><input type="checkbox"/> No. I had income but did not file a 2021 IRS Federal Tax Return and was not required to file. <ul style="list-style-type: none"> • Copies of all 2021 W-2 forms are attached and I have listed employers and income below. </p> <p>2. Did your parent(s) file a 2021 Federal Tax Return? <i>Select only one option below.</i></p> <p><input type="checkbox"/> Yes. My parent(s) imported their 2021 tax information into the FAFSA using the IRS Data Retrieval Tool (DRT).</p> <p><input type="checkbox"/> Yes. A SIGNED copy of my parent(s) 2021 Federal Tax Return(s) OR their 2021 IRS Tax Return Transcript(s) is attached.</p> <p><input type="checkbox"/> No. My parents were not employed and had no income in 2021. A copy of their 2021 IRS Verification of Non-Filing Letter is attached.</p> <p><input type="checkbox"/> No. My parents were employed but did not file a 2021 IRS Federal Tax Return and were not required to file. <ul style="list-style-type: none"> • A copy of their 2021 IRS Verification of Non-Filing Letter is attached. • Copies of all 2021 W-2 forms are attached and I have listed employers and income below. </p>			<p>1. Did you (the student) file a 2021 Federal Tax Return? <i>Select only one option below.</i></p> <p><input type="checkbox"/> Yes. I imported my 2021 tax information into the FAFSA using the IRS Data Retrieval Tool (DRT).</p> <p><input type="checkbox"/> Yes. A SIGNED copy of my 2021 Federal Tax Return(s) OR my 2021 IRS Tax Return Transcript(s) is attached.</p> <p><input type="checkbox"/> No. I was not employed and had no income in 2021. A copy of my 2021 IRS Verification of Non-Filing Letter is attached.</p> <p><input type="checkbox"/> No. I had income but did not file a 2021 IRS Federal Tax Return and was not required to file. <ul style="list-style-type: none"> • A copy of my 2021 IRS Verification of Non-Filing Letter is attached. • Copies of all 2021 W-2 forms are attached and I have listed employers and income below. </p> <p>2. Did your spouse file a 2021 Federal Tax Return? <i>Select only one option below.</i></p> <p><input type="checkbox"/> I am unmarried.</p> <p><input type="checkbox"/> Yes. My spouse imported their 2021 tax information into the FAFSA using the IRS Data Retrieval Tool (DRT).</p> <p><input type="checkbox"/> Yes. A SIGNED copy of my spouse's 2021 Federal Tax Return(s) OR a copy of their 2021 IRS Tax Return Transcript(s) is attached.</p> <p><input type="checkbox"/> No. My spouse was not employed and had no income in 2021. A copy of their 2021 IRS Verification of Non-Filing Letter is attached.</p> <p><input type="checkbox"/> No. My spouse was employed but did not file a 2021 IRS Federal Tax Return and was not required to file. <ul style="list-style-type: none"> • A copy of their 2021 IRS Verification of Non-Filing Letter is attached. • Copies of all 2021 W-2 forms are attached and I have listed employers and income below. </p>		
Employer (complete if no tax return filed)	2021 Income	W2 Attached	Employer (complete if no tax return filed)	2021 Income	W2 Attached

Signature Certification Required

By submitting this form, I agree that the information provided is complete and correct.

Student Name

Student Signature (Handwritten signature required)

Date

Parent Name (for dependent students)

Parent Signature (Handwritten signature required)

Date

Instructions for Tax-Related Documents

How to import tax information into the FAFSA using the IRS Data Retrieval Tool (DRT) – Recommended for tax filers

1. Visit [FAFSA.gov](https://fafsa.gov) and log into the student's 2023-2024 FAFSA.
2. Select "Make FAFSA Corrections."
3. Navigate to the "Financial Information" section of the FAFSA. Follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool. Transfers of unaltered IRS data are acceptable for verification.

NOTE: Most tax filers are eligible to use the DRT, but in some scenarios, the DRT will not be an option. If, for example, the student and spouse are married but filed separate tax returns, or marital status changed after the tax year in question ended, follow the step for requesting an IRS Tax Return Transcript.

How to request a copy of an IRS Tax Return Transcript

Note: The instructions below apply to each tax filer. If student and spouse or both parents filed separate tax returns, you will need to request an IRS Tax Return Transcript for each person.

Online Request: Go to irs.gov/individuals/get-transcript. Choose "Get Transcript Online" for instant delivery via PDF, or choose "Get Transcript by Mail" for postal delivery within 5-10 days. Make sure to request the 2021 IRS Tax Return Transcript and NOT the 2022 IRS Tax Account Transcript.

Telephone Request: Call 1-800-908-9946. After following the prompts, select option 2 to request a Tax Return Transcript (NOT a Tax Account Transcript) and then enter "2021."

How to request an IRS Verification of Non-Filing Letter for Non-Tax Filers

Go to irs.gov/individuals/get-transcript. Choose "Get Transcript Online" for instant delivery via PDF, or choose "Get Transcript by Mail" for postal delivery within 5-10 days.