

## 2023-2024 Verification Worksheet - Dependent

V5

### Directions:

Your FAFSA form was selected 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 form with the information provided on this form and with a Federal Tax Return Transcript of you and your parents 2021 federal tax forms. If there are differences between your FAFSA form and the documents you've submitted, corrections may be needed. **We cannot process your financial aid until verification has been completed.**

What you should do:

1. Collect your (and your parents') financial documents (2021 SIGNED Federal 1040 Tax Return or 2021 Federal IRS Tax RETURN Transcript, W-2(s), etc.).
2. Contact us if you have questions about this form.
3. Submit this completed worksheet, 2021 SIGNED Federal Tax 1040 or 2021 Federal IRS Tax Return Transcript (if unable to use the IRS Data Retrieval Tool), and any other documents to our office.
4. Please make sure this form is completed and signed by student and a parent.

### Section A: Student Information (Please Print)

First Name	M.I.	Last Name
Address (include apt. #)		City
		State
		Zip
Email address		
Check if student will be on campus <input type="checkbox"/> or off campus <input type="checkbox"/>		

### Section B: Student's Household Information

List below the people in your parent(s) / stepparent household as listed on the 2023-2024 FAFSA that they will support between July 1, 2023 and June 30, 2024.

- ◆ You, the student
- ◆ Your parent (s)/stepparent (whose information you would have provided on the 2023-2024 FAFSA).
- ◆ Your parent(s)/stepparent's dependent children if your parent(s)/stepparent will provide more than half of their 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 2023-2024 FAFSA. Include children who meet either of these standards even if the children do not live with the parent(s).

**Include other people as part of the family only if:**

- ◆ They lived with your parent(s)/stepparent and received more than half of their support from your parent(s)/stepparent at the time you completed your 2023-2024 FAFSA, **AND**
- ◆ They will continue to receive more than half their support from your parent(s)/stepparent from July 1, 2023 through June 30, 2024.

**NOTE:** The number of household members must include both of the dependent student's legal biological or adoptive parents if the parents live together, regardless of the marital status or gender of the parents.

Full Name (Include Parents/Stepparents) <i>As listed on the FAFSA</i>	Age	Relationship	College/University	Will be Enrolled at Least Half Time: Yes or No
<i>Example: Missy Jones</i>	<i>18</i>	<i>Sister</i>	<i>Sample University</i>	<i>Yes</i>
		<i>Self</i>	<i>Methodist University</i>	

Of those listed above, print in the name of the college for any household member, excluding parents who will be enrolled at least half time, in a degree, diploma, or a certificate program at a postsecondary educational institution any time between July 1, 2023 and June 30, 2024. If more space is needed, attach a separate page with Student's name at the top.

**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.

MU Student Name: \_\_\_\_\_

**Section C: Income Tax Information**

Check ONE box that applies to you, and ONE box that applies to your parent(s) or stepparent that is listed on the 2023-2024 FAFSA.

<b>Student</b>		
<input type="checkbox"/> I FILED a 2021 Federal (IRS) Tax Return. Did you use the IRS Data Retrieval Tool to transfer your tax data directly from the IRS to the 2023-2024 FAFSA? <input type="checkbox"/> Yes <input type="checkbox"/> No: Submit a SIGNED copy of your 2021 <b>Federal IRS Tax Return (1040)</b> ; OR copy of 2021 <b>Federal Tax Return Transcript</b> ; OR update your FAFSA and use the <b>Federal IRS Data Retrieval Tool</b> . (See information below)	<input type="checkbox"/> I DID NOT FILE a 2021 Federal Tax Return <b>BUT</b> did EARN INCOME in 2021: however I was not required to file federal taxes. <b>List the employer and amount earned for 2021:</b> Employer: _____ Earned: \$ _____ Employer: _____ Earned: \$ _____ Employer: _____ Earned: \$ _____ <b>ATTACH COPIES OF ALL 2021 FEDERAL (IRS) W-2 FORMS</b>	<input type="checkbox"/> I WAS NOT EMPLOYED and had NO INCOME earned from work in 2021.

<b>Parent 1</b>		
<input type="checkbox"/> I FILED a 2021 Federal (IRS) Tax Return. Did you use the IRS Data Retrieval Tool to transfer your tax data directly from the IRS to the 2023-2024 FAFSA? <input type="checkbox"/> Yes <input type="checkbox"/> No: Submit a SIGNED copy of your 2021 <b>Federal IRS Tax Return (1040)</b> ; OR copy of 2021 <b>Federal Tax Return Transcript</b> ; OR update your FAFSA and use the <b>Federal IRS Data Retrieval Tool</b> . (See information below)	<input type="checkbox"/> I DID NOT FILE a 2021 Federal Tax Return <b>BUT</b> did EARN INCOME in 2021: however I was not required to file federal taxes. <b>List the employer and amount earned for 2021:</b> Employer: _____ Earned: \$ _____ Employer: _____ Earned: \$ _____ Employer: _____ Earned: \$ _____ <b>ATTACH COPIES OF ALL 2021 FEDERAL (IRS) W-2 FORMS</b>  <b>IRS Letter of Non-Filing</b> is REQUIRED for parent if they did NOT file 2021 taxes** (See information below)	<input type="checkbox"/> I WAS NOT EMPLOYED and had NO INCOME earned From work in 2021.  <b>**IRS Letter of Non-Filing is REQUIRED for parent if they did NOT file 2021 taxes** (See information below)</b>

<b>Parent 2</b>		
<input type="checkbox"/> I FILED a 2021 Federal (IRS) Tax Return. Did you use the IRS Data Retrieval Tool to transfer your tax data directly from the IRS to the 2023-2024 FAFSA? <input type="checkbox"/> Yes <input type="checkbox"/> No: Submit a SIGNED copy of your 2021 <b>Federal IRS Tax Return (1040)</b> ; OR copy of 2021 <b>Federal Tax Return Transcript</b> ; OR update your FAFSA and use the <b>Federal IRS Data Retrieval Tool</b> . (See information below)	<input type="checkbox"/> I DID NOT FILE a 2021 Federal Tax Return <b>BUT</b> did EARN INCOME in 2021: however I was not required to file federal taxes. <b>List the employer and amount earned for 2021:</b> Employer: _____ Earned: \$ _____ Employer: _____ Earned: \$ _____ Employer: _____ Earned: \$ _____ <b>ATTACH COPIES OF ALL 2021 FEDERAL (IRS) W-2 FORMS</b>  <b>IRS Letter of Non-Filing</b> is REQUIRED for parent if they did NOT file 2021 taxes** (See information below)	<input type="checkbox"/> I WAS NOT EMPLOYED and had NO INCOME earned From work in 2021.  <b>**IRS Letter of Non-Filing is REQUIRED for parent if they did NOT file 2021 taxes** (See information below)</b>

**\*IRS Data Retrieval Tool**

- ◆ Make a correction to your 2023-2024 FAFSA online and access the tool within the financial information section.
- ◆ Don't forget to sign and submit the 2023-2024 FAFSA correction.
- ◆ Allows on-line FAFSA filers to pull their 2021 federal tax data directly from the IRS to auto-fill the tax portion of the 2023-2024 FAFSA.
- ◆ Quickest way to get accurate federal IRS tax information to the Financial Aid Office.

**\*\*How to Obtain a Federal IRS Tax Return Transcript From the IRS \*or\* Letter of Non-Filing\*\***

Be sure to request a Federal **IRS RETURN Transcript**.

We **cannot** accept a Tax Account Transcript

- ◆ Online request at <https://www.irs.gov/individuals/get-transcript> – Tax Return Transcript
- ◆ Automated Telephone Request: 1-800-908-9946.
- ◆ Paper Request: IRS Form 4506T - Must be used if you have moved since filing your taxes. Can be downloaded at [www.irs.gov](http://www.irs.gov)
- ◆ Visit your local IRS Office.

MU Student Name: \_\_\_\_\_

## Section D: Verification of 2021 Income Information for Individuals with Unusual Circumstances

### Individuals Granted a Filing Extension by the IRS for 2021

**Check the box that applies:**

- Student  
 Parent 1  
 Parent 2  
 Not Applicable

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 the tax year 2021, must provide;

- ◆ A copy of the IRS's approval of an extension beyond the automatic six-month extension for the tax year 2021. (e.g. IRS Form 2350);
- ◆ Verification of Non-filing (VFN) Letter (confirmation that the tax return has not been yet been filed) from the IRS dated on or after October 1, 2021 or a signed statement certifying that the individual attempted to obtain the VNF from the IRS and was unable to obtain the required documentation;
- ◆ A copy of IRS form W-2 for each source of 2021 employment income received or an equivalent document;  
**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 for 2021

**Check the box that applies:**

- Student  
 Parent 1  
 Parent 2  
 Not Applicable

An Individual who filed an amended IRS income tax return for the tax year 2021 must provide a signed copy of the 2021 IRS form 1040X. "Amended U.S. Individual Income Tax Return," that was filed with the IRS or documentation from the IRS that include the change(s) made by the IRS, in addition to one of the following:

- ◆ A 2021 Federal 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;  
**or**
- ◆ A SIGNED copy of the 2021 IRS Form 1040 and applicable schedules that were filed with the IRS.  
**or**
- ◆ IRS DRT information on an IRS record with all tax information from the original tax return.

### Individuals Who Were Victims of IRS Tax-Related Identity Theft for 2021

**Check the box that applies:**

- Student  
 Parent 1  
 Parent 2  
 Not Applicable

An individual who was the victim of Federal IRS tax-related identity theft for 2021 must provide:

- ◆ A 2021 Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or if unable to obtain a TRDBV, an equivalent document provided by the IRS or a copy of the signed 2021 IRS 1040 income tax return and applicable schedules the individual filed with the IRS; **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.

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MU Student Name: \_\_\_\_\_

## Section D: Verification of 2021 Income Information for Individuals with Unusual Circumstances (continued)

### Individuals Who Filed Non-IRS Income Tax Returns for 2021

**Check the box that applies:**

- Student  
 Parent 1  
 Parent 2  
 Not Applicable

- ◆ A tax filer who filed a 2021 income tax return with Guam, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico and the U.S. Virgin Islands may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the 2021 tax account information issued by the relevant tax authority before verification can be completed.
- ◆ A tax filer who filed an income tax return with the tax authority for American Samoa must provide a copy of his or her tax account information for 2021.
- ◆ A tax filer who filed a 2021 income tax return with tax authorities not mentioned above, i.e. a foreign tax authority, and who indicates that he or she is unable to obtain the tax account information free of charge, must provide documentation that the tax authority charges a fee to obtain that information, along with a signed copy of his or her income tax return that was filed with the relevant tax authority.

### Income Information for Non-IRS Nontax Filers for 2021

**Check the box that applies:**

- Student  
 Parent 1  
 Parent 2  
 Not Applicable

Residents of the Freely Associated States (Republic of the Marshall Islands, the Republic of Palau, the Federated States of Micronesia), and a U.S. territory or commonwealth or a foreign central government who are not required to file an income tax return under that taxing authority's rules must submit:

- ◆ A copy of their 2021 Wage and Tax Statement (or equivalent documentation) for each source of employment income **and**
- ◆ A signed statement identifying all of the individual's income and taxes for 2021.

### Individuals - (Tax Filer/Non Tax Filers) whom 2021 Federal Tax Information cannot be located by the IRS

**Check the box that applies:**

- Student  
 Parent 1  
 Parent 2  
 Not Applicable

An individual who did not retain a copy of his or her 2021 Federal tax account information and for whom that information cannot be located by the IRS (or other relevant taxing authority) must submit to the institution:

- ◆ Copies of all of their IRS Form 2021 W-2s, a wage and income transcript, or an equivalent document;
- ◆ Documentation from the IRS or other relevant taxing authority that indicates the individual's 2021 tax account information cannot be located; **and**
- ◆ A signed statement that indicates that the individual did not retain a copy of his or her 2021 tax account information.

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MU Student Name: \_\_\_\_\_

**Section E: The Statement of Identity and Educational Purpose**

The Statement of Identity and Educational Purpose MUST be signed in the presence of Methodist University, Office of Financial Aid official or be notarized if unable to appear in person.

**Identity and Statement of Educational Purpose (To Be Signed at the Institution)**

The student must appear in person at Methodist University to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

I certify that I \_\_\_\_\_ (*Print student's name*) am the individual signing this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Methodist University for 2023-2024.

\_\_\_\_\_ Student's Signature \_\_\_\_\_ Date \_\_\_\_\_ Student's MU ID Number

As the authorizing official for Methodist University, the above named student's signature and Identification were received and reviewed in my presence. A copy of unexpired valid government – issued photo ID is on file in the Office of Financial Aid.

\_\_\_\_\_ MU Authorizing Official Signature \_\_\_\_\_ Date \_\_\_\_\_ Type of unexpired government-issued photo ID provided.

**Identity and Statement of Educational Purpose (To Be Signed In the Presence of a Notary IF UNABLE to appear in person)**

- If the student is unable to appear in person at Methodist University to verify his or her identity, the student must provide the institution:
- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport: and
  - (b) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose there must be a clear indication that the Statement of Educational Purpose was the document notarized.

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ (*Print student's name*) am the individual signing this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Methodist University for 2023-2024.

\_\_\_\_\_ Student's Signature \_\_\_\_\_ Date \_\_\_\_\_ Student's MU ID Number

**Notary's Certificate of Acknowledgement (if unable to appear in person)**

State of: \_\_\_\_\_ City/County of: \_\_\_\_\_ on \_\_\_\_\_ (Date), before me, (Notary's Name) \_\_\_\_\_, personally appeared (Print name of signer) \_\_\_\_\_ and proved to me on basis of satisfactory evidence of identification (Type of unexpired government-issued photo ID provided) \_\_\_\_\_ to be the above-named person who signed the forgoing instrument.

**WITNESS my hand and official seal:** \_\_\_\_\_ (Notary Signature)

(seal) My commission expires on: \_\_\_\_\_ (Date)

MU Student Name: \_\_\_\_\_

**Section F: Certification and Signatures**

- ◆ Each person signing below certifies that all of the information reported on the 2023-2024 Methodist University Verification Worksheet V5-Dependent student form is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date below.
- ◆ By signing this form, I (we) also understand that this information may require Methodist University to make changes to the originally reported FAFSA data that resulted from the verification process.

***Warning: If you purposely give false or misleading information you may be fined, sent to prison, or both.***

***Please complete this worksheet, both student and parent must sign.***

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**You should make a copy of the worksheet for your records.  
Do not mail this worksheet to the U.S. Department of Education.  
\* MUST BE ORIGINAL (Cannot be faxed or scanned) \***

**Submit this worksheet to:  
Methodist University  
Office of Financial Aid  
5400 Ramsey Street  
Fayetteville, N.C. 28311-1498**