

2023-2024 Verification Worksheet (V5) Dependent Student

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "Verification". The Financial Aid Office at Randolph College must compare information from your FAFSA with information you provide on this worksheet and with any other required documents. If there are differences, your Financial Aid Office could require additional documentation and your FAFSA information may need to be corrected. You will not receive federal financial aid until all verification requirements are met and the necessary corrections made.

A. Student's Information

Students Last Name	First Name	M.I.	Student's Social Security Number
Student's Street Address (include apt. number)			Student's P#/People Code ID
City, State, Zip Code			Student's Date of Birth
Student's Phone Number (include area code)			Student's Email Address

B. Parents' Household Information

List the people your parent(s) will support between July 1, 2023 and June 30, 2024. Include:

- Yourself and your parent(s)
- Your parents' other children if (a) your parent(s) provide more than half of their support, or (b) if the other children would be required to provide parental information were they to complete a FAFSA for 2023-2024. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s), and your parent(s) now provide more than half of their support and will continue to provide more than half of their support through June 30, 2023.

Write the name of the college below for any household member, excluding your parent(s), 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. **IMPORTANT:** Parent(s)' college enrollment status is not considered for a dependent student.

If more space is required, attach a separate page with student's name and P# at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time? (Circle Yes or No)
<i>Example: Jane Smith</i>	<i>23</i>	<i>Sister</i>	<i>State University</i>	<u>Yes</u> No
		Self	Randolph College	Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No

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 Name: _____ Student P#: P _____

C. Student's Income Information to Be Verified

NOTE: If you filed an amended 2021 IRS tax return, you may be required to submit additional documentation.

Check the box that applies:

- ☐ I have used OR will use the IRS Data Retrieval Tool on FAFSA on the Web to retrieve and successfully transfer my 2021 IRS income information into the FAFSA. **[Skip to Section D]**
- ☐ I am unable or choose not to use the IRS Data Retrieval Tool on FAFSA on the Web, and instead will provide the institution with a **2021 IRS Tax Return Transcript** or a *signed* copy of the **2021 Federal Income Tax Return and applicable schedules**. **[Skip to Section D]**
- ☐ I was not employed and had no income earned from work in 2021.
- ☐ I was employed in 2021, but will not file and am not required to file a 2021 income tax return with the IRS, and instead will provide the institution with copies of all **2021 IRS W-2 Forms** issued by my employer(s). Listed below are the names of all employer(s), the amount earned, and whether an IRS W-2 form or an equivalent document has been provided.

If more space is required, attach a separate page with student's name and P# at the top.

Employer's Name	2021 Amount Earned	2021 W2 Attached?
Example: ABC Company	\$2,367.75	Yes

D. Parents' Income Information to Be Verified

NOTE: Provide the requested income information for each parent/stepparent listed in Section B of this worksheet. Notify the Financial Aid Office if your parent had a change in marital status after December 31, 2021. If your parent(s) filed (or will file) an amended 2021 IRS tax return, you may be required to submit additional documentation

Check the box that applies:

- ☐ My parent(s)/stepparent has/have used OR will use the IRS Data Retrieval Tool on FAFSA on the Web to retrieve and successfully transfer the 2021 IRS income information into the FAFSA. **[Skip to Section E]**
- ☐ My parent(s)/stepparent is/are unable or choose not to use the IRS Data Retrieval Tool on FAFSA on the Web, and instead will provide the institution with a **2021 IRS Tax Return Transcript** or a *signed* copy of the **2021 Federal Income Tax Return and applicable schedules**. **[Skip to Section E]**
- ☐ My parent(s) was/were not employed and had no income earned from work in 2021, and will provide the institution with an **IRS Statement of Non-Filing** or a *signed* statement certifying the non-filing status and that the my parent(s) attempted to obtain confirmation of non-filing from the IRS and were unable to obtain the required documentation.
- ☐ My parent(s) was/were employed in 2021, but will not file and is/are not required to file a 2021 income tax return with the IRS, and will provide the institution with copies of all **2021 IRS W-2 Forms** issued by their employer(s) AND an **IRS Statement of Non-Filing** or a *signed* statement certifying the non-filing status and that the my parent(s) attempted to obtain confirmation of non-filing from the IRS and were unable to obtain the required documentation. Listed below are the names of the employer(s), the amount earned, and whether an IRS W-2 form or an equivalent document is provided.

If more space is required, attach a separate page with student's name and P# at the top.

Employer's Name	2021 Amount Earned	2021 W2 Attached?
Example: Bob's Auto Shop	\$2,367.75	Yes

Student Name: _____ Student P#: P _____

E. Identity and Statement of Educational Purpose



You must appear in person and present VALID* government issued photo identification.

[*Valid forms of Identification (ID) are non-expired, government-issued, and include, but not limited to: State-issued driver's license, other state-issued ID, or passport.]

Identity and Statement of Educational Purpose

The above named student must appear in person at Randolph College to verify his or her identity by presenting an unexpired valid government-issued photo identification. 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 (or notary public official), the following:

Statement of Educational Purpose

I certify that I, _____ am the individual signing this Statement of
(Print Student Name)

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 _____ for the 2022-2023
(Name of Postsecondary Educational Institution)



Student's Signature: _____ Date: _____
[STOP! To be signed at Financial Aid Office OR in front of Notary Public Official]

FA Certifying Officer's Signature	Date Received	Type of Valid ID Collected and Copied

If you are unable to appear in person, check this box and complete the notary section below.

☐ I am unable to appear in person, and instead have signed the above in front of a notary public official. Attached is a copy of the valid government issued photo identification used and an original notarized statement of educational purposes.

Notary's Certificate of Acknowledgement

State of _____) SS:

County of _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 20__ by _____,
who appeared before me and has produced as a valid photo ID _____
with an expiration date of _____. (Type of ID and ID #)

WITNESS my hand and official seal:

(Rubber Stamp/Seal)

(Notary Signature) My commission expires:

(Notary Printed Name) (Date)

Student Name: _____ Student P#: P _____

F. Certification and Signatures – Student and Parent MUST sign

We certify that all the information reported on this worksheet is complete and correct. We understand that if we purposely give false or misleading information, we could be fined, jailed, or both.

Student's Signature	Date
Parent Signature	Date

IMPORTANT: Verification cannot be completed until ALL required documents are received.

- **Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the Financial Aid Office at Randolph College.**
- **If you have any questions concerning the required documentation requested with this worksheet, please email financialaid@randolphcollege.edu.**
- **You should make a copy of this worksheet and all submitted documents for your records.**

INSTRUCTIONS: Verifying Income Information

RECOMMENDED for tax filers: Use the IRS Data Retrieval Tool (DRT) on the FAFSA:

The best way to verify income is by using the IRS Data Retrieval Tool (DRT) that is part of FAFSA on the Web.

- 1) Go to [FAFSA.ed.gov](https://fafsa.ed.gov), log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form.
- 2) From there, follow the instructions to determine if you are eligible to use the IRS DRT to transfer 2021 IRS income tax information into your FAFSA. You will need your address on file with the IRS (normally this will be the address used when your 2021 IRS tax return was filed).
- 3) Once the tax information is displayed, check the box to Transfer Data, then select the Transfer Now button.

Request an IRS Transcript of Your Tax Return (TRT):

Request your IRS tax return transcript (TRT) by either of the following ways:

- 1) WEB: Go to www.irs.gov and click the "Get Transcript of Your Tax Records" link under the Tools section to receive an electronic copy or a paper copy by mail (usually mailed within 10 days).
- 2) PHONE: Call 1-800-908-9946. Listen closely to the available options. You will need to choose Option 2 to "Request a Transcript of your Tax Return." A paper copy will be mailed to you (usually within 10 days).
- 3) PAPER REQUEST: Complete IRS Form 4506-T. Mail or fax the completed form to the IRS following the instructions on page 2 of the form. A paper copy will be mailed to you (usually within 10 days).

You will need your Social Security Number and the address on file with the IRS (normally this will be the address used when your 2021 IRS tax return was filed).

Non-filers: Request an IRS Statement of Non-filing:

- 1) WEB: Go to www.irs.gov and click the "Get Transcript of Your Tax Records" link under the Tools section to receive an electronic copy or a paper copy by mail (usually mailed within 10 days).
- 2) PHONE: Call 1-800-908-9946. Listen closely to the available options. You will need to choose Option 2 to "Request an IRS Verification of Non-filing Letter". A letter will be mailed to you (usually within 10 days).
- 3) PAPER REQUEST: Complete IRS Form 4506-T. Mail or fax the completed form to the IRS following the instructions on page 2 of the form. A letter will be mailed to you (usually within 10 days).