

# 2023–24 FAFSA Verification Worksheet

Complete in pen. Return this worksheet and all required documentation to Financial Aid.

Mail: Financial Aid, 538 Venard Rd. Clarks Summit, PA 18411

Email: [financialaid@clarkssummitu.edu](mailto:financialaid@clarkssummitu.edu)

Fax: 570.585.9226

## Student Information

Name \_\_\_\_\_ Last 4 digits of SSN \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_

Student Phone \_\_\_\_\_

Student Email \_\_\_\_\_

## Family Information

List all the people in your household. Also indicate if any family member will be enrolled at least half-time at a college or university between July 1, 2023 and June 30, 2024. If more space is needed, please attach a separate sheet of paper.

Include:

- Yourself
- Your spouse if you are married
- Your children if you will provide more than half of their support from July 1, 2023 through June 30, 2024
- Other people if they live with you and you will provide more than half of their support through June 30, 2024

Name	Age	Relationship	College / University Name	Enrolled at Least Half Time?
_____	_____	<i>Self</i>	<i>CSU</i>	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## Tax and Income Information

Check the appropriate boxes below and attach any required documentation to this worksheet. Do not send us your worksheet without the required documentation.

<u>Student</u>	<u>Spouse</u>		<u>Action Required</u>
<input type="checkbox"/>	<input type="checkbox"/>	I filed a 2021 federal tax return and <b>used</b> the <b>IRS Data Retrieval Tool (DRT)</b> on my FAFSA.	In most cases, no additional documentation is needed.
<input type="checkbox"/>	<input type="checkbox"/>	I filed a 2021 federal tax return and <b>did not use</b> the <b>IRS Data Retrieval Tool (DRT)</b> on my FAFSA.	<b>Attach your 2021 IRS Tax Return Transcript.</b> Visit <a href="https://www.irs.gov/individuals/get-transcript">www.irs.gov/individuals/get-transcript</a> . Be sure to request a "Return Transcript", not an "Account Transcript." You may also request by phone: 800-908-9946
<input type="checkbox"/>	<input type="checkbox"/>	I did not file a 2021 federal tax return.	<b>A Verification of Non-filing Letter</b> from the IRS is required if you did not file and were not required to file a 2021 Income Tax Return with the IRS. To request a Verification of Non-filing Letter, visit <a href="https://www.irs.gov/individuals/get-transcript">www.irs.gov/individuals/get-transcript</a> .

Note: If you are currently married but filed separate 2021 tax returns, the IRS DRT cannot be used. Both student and spouse 2021 IRS Tax Return Transcripts must be provided with this worksheet.

If you and/or your spouse worked in 2021 but were not required to file a federal tax return, please complete the following chart and attach your W-2s. List each employer, even if the employer did not issue a W-2.

<u>Student</u>	<u>Spouse</u>	<u>Employer</u>	<u>2021 Amount Earned</u>
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

## Certification

I certify that all the information reported is complete and accurate to the best of my knowledge. The student and spouse (if applicable) must sign and date. If you purposely give false or misleading information on this worksheet, you could be fined, sentenced to jail, or both.

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

Spouse Signature \_\_\_\_\_ Date \_\_\_\_\_