

2023 – 2024 VERIFICATION WORKSHEET

Federal Student Aid Programs Office of Financial Aid – 333 Murfreesboro Road – Nashville, TN 37210 <u>Phone</u>: (615) 248-1242

Your application was selected by the U.S. Dept. of Education for review in a process called "verification". In this process we are required by federal law (34	What you should do:		
CFR, Part 668) to compare the information from your FAFSA application with the information provided on this form and with your 2021 federal tax return	 Complete and sign the worksheet (for dependent students, one parent must also sign). Contact us if you have questions about completing this worksheet. 		
transcripts (and your spouse's if you are married, or parents' if you are considered dependent for federal aid purposes). If there are differences between your application information and your financial documents, your			
school may need to make corrections electronically. ** We cannot process your financial aid until verification has been completed. Please provide the required documents as soon as possible. **	3. Submit the completed worksheet, signed 1040 or tax transcripts for 2021, and any other documents requested in your email, to our office		
completed. Please provide the required documents as soon as possible. **	our office.		
XXX-XX			
Student's Full Name Last four digits of	SSN Student ID Number Date of Birth		

*Student's E-mail

*Student Phone Number

*Parent E-mail (Dependent Student to only) *Parent Phone Number (Dependent Student to only)

ITEM 1: Read. Check one box and follow the instructions to complete Item 2

Independent Students: For financial aid purposes, you are considered an *independent* student because you answered YES to one of the questions in Step Three (questions 45-57) on the 2023-2024 Federal Aid Application (FAFSA). For item 2 below, write the names of all of the people you (and your spouse) will support between July 1, 2023, and June 30, 2024. Include yourself, your spouse, and your children (if you provide more than half of their support for the year listed), and other persons per instructions on the FAFSA. Under College Name, count yourself as a college student. Additionally, write in the name of the college for any household member who will attend at least half time in 2023-2024 in a program that leads to a college degree or certification. Ignore all questions pertaining to parent information on this form.

Dependent Students: For financial aid purposes, you are considered a *dependent* student because you answered **NO** to all of the questions in Step Three (questions 45-57) on the 2023-2024 Federal Aid Application (FAFSA). For item 2 below, write the names of all of the people your parents will support between July 1, 2023, and June 30, 2024. Include *yourself, your parent(s)* (including step-parents), and your *parent's children* (if your parents provide more than half support, or if they would be required to give parental information when applying for federal student aid), and other persons per instructions on the FAFSA. Under College Name, count yourself as a college student. Additionally, indicate if any of the other members in the household will be attending college at least half-time **EXCLUDING PARENTS** (in a program that leads to a college degree, diploma, or certificate) during the 2023-2024 academic year.

ITEM 2: Household Information (Please list all people in your household)

First & Last Name	Age	Relationship to student (Parents, siblings, etc.)	Name of college if attending half- time or more in 2023-2024
Include self			

ITEM 3a: Student's Tax Filing Status – Calendar Year 2021

□ Check here if you filed a 2021 Federal Tax Return. Then, check below if you...

A. ____have used the IRS Data Retrieval Tool (DRT) to complete or update the FAFSA

B. ____have included a signed copy of my 1040 with Schedules 1, 2 and 3

□ Check here if you had NO earnings from work, will not file, and are not required to file a 2021 U.S. federal income tax return.

□ Check here if you HAD earnings from work, will not file, and are not required to file a 2021 U.S. federal income tax return. Please complete the earnings box below and provide copies of all W-2's.

→Please reference the Non-Filing Letter information on PAGE 3.

If you did not file and are not required to file a 2021 federal income tax return, but had some earnings, list below your employer(s) and any income received in 2021. (Use your W-2(s) or other earnings statements, if available.)

Source of Income:	IRS W-2 provided?	2021 Earnings:
(Example) Trevecca Nazarene University	Yes	\$1,200

ITEM 3b: Parent(s)' Tax Filing Status – Calendar Year 2021

□ Check here if you filed a 2021 Federal Tax Return. Then, check below if you...

- A.____have used the IRS Data Retrieval Tool (DRT) to complete or update the FAFSA
- B.____have included a signed copy of my 1040 with Schedules 1, 2 and 3

□ Check here if you had NO earnings from work, will not file, and are not required to file a 2021 U.S. federal income tax return.

□ Check here if you HAD earnings from work, will not file, and are not required to file a 2021 U.S. federal income tax return. Please complete the earnings box below and provide copies of all W-2's.

→Please reference the Non-Filing Letter information on PAGE 3.

If your parent(s) did not file and are not required to file a 2021 federal income tax return, but had some earnings, list below their employer(s) and any income received in 2021. (Use your W-2(s) or other earnings statements, if available.)

Source of Income:	IRS W-2 provided?	2021 Earnings:
(Example) MNPS Substitute Teacher	Yes	\$3,500



→Independent students (23 years of age and older) and/or parent(s) who were not required to file a 2021 IRS Tax Return, need to submit an IRS form 4506-T (Available at www.irs.gov after June 15th) and then submit the <u>Verification of Non-Filing</u> <u>Letter</u> to us. As stated above, please provide any 2021 W-2s to verify wages earned.

 \rightarrow Dependent Students Who Are Nontax Filers

A dependent student who is a nontax filer is excluded from the verification requirement to provide confirmation of the dependent student's non-filing status from the IRS (Non-Filing Letter).

ITEM 4: SIGN THIS WORKSHEET

By signing this worksheet, I (we) certify that all the information reported to qualify for Federal Student Aid is complete and correct. **WARNING**: If you purposely file false or misleading information on this form, you may be fined, be sentenced to jail, or both.

Student Signature

Date

Date

Parent Signature (Dependent Students Only)

*Return to: Office of Financial Aid, Trevecca Nazarene University, 333 Murfreesboro Rd., Nashville, TN 37210