



Vantage Career Center
818 N Franklin St
Van Wert, OH 45891

2023–2024 Verification Worksheet V1 Dependent Student

Your FAFSA was randomly selected by the U.S. Department of Education for a review process called “Verification”. Please complete and sign this worksheet, attach any required documents, and submit the form to the financial aid office. Any differences between this document and your FAFSA will need to be resolved before the school will process your financial aid. If you discover errors on your FAFSA, make corrections at www.fafsa.gov, log in to your application, correct, and submit. Notify the financial aid office if you made corrections to your FAFSA.

A. Student’s Information

Last Name	First Name	M.I.	Social Security Number
Current Street Address (include apt. no.)			Date of Birth
City, State, Zip Code			Phone Number

B. Number of Household Members and Number in College

Number of Household Members: List below the people in the parents’ household. Include:

- The student
- The parents (including a stepparent) even if the student doesn’t live with the parents.
- The parents’ other children if the parents will provide more than half of the children’s support from July 1, 2023 through June 30, 2024 or if the other children would be required to provide parental information if they were completing a FAFSA for 2023–2024. Include children who meet either of these standards, even if a child does not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other person’s support, and will continue to provide more than half of that person’s support through June 30, 2024.

Number in College: Include in the space below information about any household member, excluding the parents, who is, or 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, and include the name of the college.

If more space is needed, provide a separate page with the requested information.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</i>	<i>Vantage Career Center</i>	

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.

C. Student Tax Filer

Complete this section if the student filed or will file a 2021 IRS income tax return. *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](https://fafsa.gov).* In most cases, no further documentation is needed to verify 2021 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

Check the box that applies:

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2021 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2021 IRS income tax return information into the student's FAFSA.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 IRS Income Tax Return and applicable schedules.**

A 2021 IRS Tax Return Transcript may be obtained through:

- Get Transcript by MAIL- Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and NOT the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Get Transcript ONLINE – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and NOT the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- Automated Telephone Request – Call 1-800-908-9946 and follow prompts to receive your 2021 Tax Return Transcript. Transcript is generally received within 10 business days.
- Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T Transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

Check here if a 2021 IRS Tax Return Transcript or signed copy of the 2021 tax return and applicable schedules is provided.

D. Student Nontax Filer

Complete this section if the student will not file and is not required to file a 2021 income tax return with the IRS.

Check the box that applies:

- The student was not employed and had no income earned from work in 2021.
- The student was employed in 2021 and has listed the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is provided. (Provide copies of all 2020 IRS W-2 forms issued to the student by his employers.) List every employer even if the employer did not issue an IRS W-2.

Employer's Name	IRS W-2 or an Equivalent Document Provided	Annual Amount Earned in 2020
<i>(Example) ABC's Auto Body Shop</i>	<i>\$4,500.00</i>	<i>\$4,500</i>
Total Amount of Income Earned From Work		\$

If more space is needed, provide a separate page with the student's name and social security number on the page.

E. Parent Tax Filers

Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2021 or had a change in marital status after December 31, 2020.

Instructions: Complete this section if the parents filed or will file a 2021 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](https://fafsa.gov).* In most cases, no further documentation is needed to verify 2020 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

Check the box that applies:

- The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2021 IRS income tax return information into the student's FAFSA.
- The parents has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2021 IRS income tax return information into the student's FAFSA.
- The parents are unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules.**

A 2021 IRS Tax Return Transcript may be obtained through:

- Get Transcript by MAIL - Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and NOT the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Get Transcript ONLINE - Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and NOT the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- Automated Telephone Request - 1-800-908-9946 Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

If the parents filed separate 2021 IRS income tax returns, the IRS DRT cannot be used and the 2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules must be provided for each.

F. Parent Nontax Filers

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2021 income tax return with the IRS.

Check the box that applies:

- Neither parent was employed, nor neither had income earned from work in 2021.
- One or both parents were employed in 2021 and have listed below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form or an equivalent document is provided. (Provide copies of all 2021 IRS W-2 forms issued to the parents by their employers). List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2020
<i>ABC's Auto Body Shop (example)</i>	Yes	\$4,500
Total Amount of Income Earned From Work		\$

If more space is needed, provide a separate page with the student's name and social security number on the page.

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2022 that indicates a 2021 IRS income tax return was not filed with the IRS or other relevant tax authority or a signed statement certifying that the individual attempted to obtain confirmation of non-filing from the IRS or other relevant tax authority and was unable to obtain the required documentation.

____ Check here if confirmation of non-filing or a signed statement is provided.

G. Certification and Signature

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

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

_____ Print Student's Name

_____ Last 4 digits of Social Security #

_____ Student's Signature (Required)

_____ Date

_____ Parent Signature (Required)

_____ Date