

A guide to verification

Verification is a routine process colleges use to ensure the information reported on your financial aid applications such as the FAFSA is accurate. It doesn't mean you did anything wrong! The process involves submitting forms and documents to the financial aid office.

What to do now:

- Wait for the college to send you instructions for completing verification
- Keep an eye on your email, college portal, and mail - most colleges will send verification forms this way
- Some private schools that require the CSS Profile may also require a type of institutional verification called IDOC.

Your financial aid funds won't go through until you've completed the verification process.

Documents for Verification

You may need to submit some or all of these documents to complete verification:

Verification worksheet (dependent or independent)

- Each college will have their own verification worksheet

2022-2023 Verification Worksheet V1 - Dependent Student

Your 2022-2023 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid office at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid office as soon as possible so that your financial aid will not be delayed.

A. Dependent Student's Information

Student's Last Name _____ Student's First Name _____ Student's M.I. _____

Student's ID _____ Last 4 Digits of SSN _____

B. Dependent Student's Family Information

List below the people in your parent(s)' household. Include:

- Yourself and your parent(s) (including stepparent) even if you don't live with your parent(s)
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2022, through June 30, 2023, or if the other children would be required to provide parental information if they were completing a FAFSA for 2022-2023. Include children who meet either of these standards, even if they do not live with your parent(s). If the child is unborn, include the due date (month and year).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2023.

Include the name of the college for any household member, excluding your parent(s), who will be enrolled at least half-time, in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2022, and June 30, 2023.

If more space is needed, attach a separate page with your name and Student ID Number at the top.

| Full Name | Age | Relationship | College | Will be Enrolled at Least Half Time |
|----------------------|-----|--------------|--------------------|-------------------------------------|
| Mary Jones (example) | 18 | Sister | Central University | Yes |
| | | Self | | |
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Internal Revenue Service
United States Department of the Treasury

This Product Contains Sensitive Taxpayer Data

Request Date: 06-02-2018
Response Date: 06-02-2018
Tracking Number: XXXXXXXXXX
Customer File Number: 7280844145

Tax Return Transcript

SSN Provided: XXX-XX-AAAA
Tax Period Ending: Dec. 31, 2017

The following items reflect the amount as shown on the return (PR), and the amount as adjusted (PC), if applicable. They do not show subsequent activity on the account.

NAME(S) SHOWN ON RETURN: JENS
ADDRESS: 4041 P

FILING STATUS: Single
FORM NUMBER: 1040EZ
CYCLE PORTED: 20182105
RECEIVED DATE: May 19, 2018
REMITTANCE: \$0.00
EXEMPTION NUMBER: 0

Tax transcript (for tax-filers)

- See our [handout](#) for directions on how to request your tax transcript

Internal Revenue Service
United States Department of the Treasury

PHILADELPHIA, PA 19255-1498

Tracking ID: 0000000000
Date of Issue: 06-08-2018

Taxpayer's Name: JENS JENS
Taxpayer Identification Number: 000-00-0000
Tax Period or Periods: 2017-2018

Information About the Request We Received

We received a request dated 06/02/2018 for verification of non-filing of returns for above tax period or periods. We have no record of a filed Form 1040, 1040A, or 1040EZ using the above Social Security Number. You can consider this letter a verification of non-filing.

How To Contact Us

Please call us at 1-800-829-0922 if you have any questions regarding this letter or if you need additional information.

Sincerely Yours,

Electronic Products & Print Support

Verification of Non-Filing

- If you or your parent(s) did not file taxes, the college may require you submit a verification of non-filing letter (VNF)
- You can request a VNF by completing and sending the [4506-T form](#) (recommended) or online at the IRS website



U.S. Passport

- For proof of citizenship. If you don't have a passport, you can provide a copy of U.S. naturalization documents, U.S. birth certificate, or Citizenship affidavit form

Valid Permanent Resident card

- For proof of immigration status



The verification process can be difficult, but you don't have to do it alone. Make an appointment with your uAspire Advisor for help!