Dordt University

**2022-2023 Verification Worksheet**

*Independent Student*

Your 2022-2023 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states that before awarding Federal Student Aid, we must ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, the Dordt University (DU) Financial Aid Office 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 DU Financial Aid Office. If needed, the DU Financial Aid Office may ask for additional information. You or DU may need to make corrections electronically. A new Student Aid Report (SAR) may be generated if changes are made. **A financial aid award will not be completed until this verification process is finished**. You can submit this 2022-2023 school year for reprocessing to be completed if needed. If you have questions about verification, contact the DU Financial Aid Office as soon as possible so your financial aid will not be delayed.

1. **Independent Student’s Information**

Student’s Last Name Student’s First Name Student’s M.I. Student’s Social Security Number

Street Address City State Zip Code Student’s Email Address

Home Phone Number Student’s Alternate or Cell Phone Number Student’s Date of Birth

1. **Independent Student’s Family Information**

**List below ALL the people in the student’s household. Include:**

* The student
* The student’s spouse, if the student is married.
* The student’s or spouse’s children if the student or spouse will provide more than half of the children’s support from July 1, 2022, through June 30, 2023, even if a child does not live with the student.
* Other people if they now live with the student and the student or spouse provides 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, 2023.

Number in University/College: Include in the space below information about any household member 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, 2022, and June 30, 2023, and include the name of the university/college. *If more space is needed, attach a separate page with your name and date of birth at the top.*

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| --- | --- | --- | --- | --- |
| Full Name | Age | Relationship | University/College and Year  In 2021-2022 | Will be Enrolled at Least Half Time 2021-2022 |
| *Marty Jones(example)* | *28* | *Wife* | *Dordt University/Junior* | *Yes* |
|  |  | *Self* |  |  |
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Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary education institutions is inaccurate. IV1

**Please fill out section C, D, or E depending on your status.**

1. **Single (Not Married) Independent Student’s Income Information to be Verified**

***If you filed an income tax return complete #1, if you did not file an income tax return complete #2.***

1. **Tax Return Filers**—**Important Note:** If you filed, or will file, an amended 2020 IRS tax return, you must contact the Dordt University Financial Aid Office before completing this section.

**Check the box that applies:**

I, the student, have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my 2020 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.

I, the student, have not yet used the IRS Data Retrieval Tool, but will use the tool to transfer my 2020 IRS income information into my FAFSA once I have filed my 2020 IRS tax return. *See enclosed instructions.*

I, the student, am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to Dordt University my **2020 IRS tax return transcript or** ***signed*** **photocopies of my 2020 income tax return with Schedules 1, 2, and 3*.***

*Check here if an IRS tax return transcript or income tax return is attached to this worksheet.*

*Check here if an IRS tax return transcript or income tax return will be submitted to Dordt University later.*

**Verification cannot be completed until either the IRS Data Retrieval Tool transfers tax information into the FAFSA or the IRS tax return transcript or tax return has been submitted to Dordt University.**

1. **Non-Tax Return Filers\*\*\***—Complete this section if you, the student, will not file and are not required to file a 2020 income tax return with the IRS.

**Check the box that applies:**

The student was not employed and had no income earned from work in 2020.

The student was employed in 2020 and has listed below the names of all employers, the amount earned from each employer in 2020, and whether an IRS W-2 form is attached. Attach copies of all 2020 W-2 forms issued to you by employers. W-2s **are required** if the employer issued W-2s to their employees. If *an* *employer did not issue an IRS W-2 form, explain why.* *If more space is needed, attach a separate page with your name and date of birth at the top*.

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| Employer’s Name | 2020 Amount Earned | W-2 Attached? | If W-2 Not Provided Explain Why. |
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**\*\*\*In addition to W2s from each employer, please provide documentation from the IRS or other relevant tax authority date on or after October 1, 2020 that indicates a 2020 IRS income tax return was not filed with the IRS or other relevant tax authority. Use IRS Form 4506-T (**<https://www.irs.gov/pub/irs-pdf/f4506t.pdf>) **to get the required confirmation.**

**\_\_\_\_\_ Check here if confirmation of non-filing is provided.**

**\_\_\_\_\_ Check here if confirmation of non-filing will be provided later.**

1. **Married, Filed Together in 2020 Independent Student’s Income Information to be Verified**

***If you filed an income tax return complete #1, if you did not file an income tax return complete #2.***

1. **Tax Return Filers**—**Important Note:** If you filed, or will file, an amended 2020 IRS tax return, you must contact the Dordt University Financial Aid Office before completing this section.

**Check the box that applies:**

I, the student (and spouse), have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my 2020 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.

I, the student (and spouse), have not yet used the IRS Data Retrieval Tool, but will use the tool to transfer my 2020 IRS income information into my FAFSA once I have filed my 2020 IRS tax return. *See enclosed instructions.*

I, the student (and spouse), am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to Dordt University our **2020 IRS tax return transcript or** ***signed*** **photocopies of our 2020 income tax return with Schedules 1, 2, and 3*.***

*Check here if an IRS tax return transcript or income tax return is attached to this worksheet.*

*Check here if an IRS tax return transcript or income tax return will be submitted to Dordt University later.*

**Verification cannot be completed until either the IRS Data Retrieval Tool transfers tax information into the FAFSA or the IRS tax return transcript or tax return has been submitted to Dordt University.**

1. **Non-Tax Return Filers\*\*\***—Complete this section if you, the student (and spouse), will not file and are not required to file a 2020 income tax return with the IRS.

**Check the boxes that apply:**

The student was not employed and had no income earned from work in 2020.

The spouse was not employed and had no income earned from work in 2020

The student was employed in 2020 and has listed below the names of all employers, the amount earned from each employer in 2020, and whether an IRS W-2 form is attached. Attach copies of all 2020 W-2 forms issued to you by employers. W-2s **are required** if the employer issued W-2s to their employees. If *an* *employer did not issue an IRS W-2 form, explain why.* *If more space is needed, attach a separate page with your name and date of birth at the top*.

The spouse was employed in 2020 and has listed below the names of all employers, the amount earned from each employer in 2020, and whether an IRS W-2 form is attached. Attach copies of all 2020 W-2 forms issued to you by employers. W-2s **are required** if the employer issued W-2s to their employees. If *an* *employer did not issue an IRS W-2 form, explain why.* *If more space is needed, attach a separate page with your name and date of birth at the top*.

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| --- | --- | --- | --- | --- |
| Name | Employer’s Name | 2020 Amount Earned | W-2 Attached? | If W-2 Not Provided Explain Why. |
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**\*\*\*In addition to W2s from each employer, please provide documentation from the IRS or other relevant tax authority date on or after October 1, 2020 that indicates a 2020 IRS income tax return was not filed with the IRS or other relevant tax authority. Use IRS Form 4506-T (**<https://www.irs.gov/pub/irs-pdf/f4506t.pdf>) **to get the required confirmation.**

**\_\_\_\_\_ Check here if confirmation of non-filing is provided.**

**\_\_\_\_\_ Check here if confirmation of non-filing will be provided later.**

1. **Married, Filed Separately in 2020 Independent Student’s Income Information to be Verified**

***If you filed an income tax return complete #1, if you did not file an income tax return complete #2.***

1. **Tax Return Filers**—**Important Note:** If you filed, or will file, an amended 2020 IRS tax return, you must contact the Dordt University Financial Aid Office before completing this section.

Please submit to Dordt University the **2020 IRS tax return transcripts or** ***signed*** **photocopies of 2020 income tax return with Schedules 1, 2, and 3for both the student and spouse*.***

*Check here if IRS tax return transcripts or income tax returns are attached to this worksheet.*

*Check here if IRS tax return transcripts or income tax returns will be submitted to Dordt University later.*

**Verification cannot be completed until the IRS tax return transcripts or tax returns for both student and spouse have been submitted to Dordt University.**

1. **Non-Tax Return Filers\*\*\***—Complete this section if you, the student (and spouse), will not file and are not required to file a 2020 income tax return with the IRS.

**Check the boxes that apply:**

The student was not employed and had no income earned from work in 2020.

The spouse was not employed and had no income earned from work in 2020.

The student was employed in 2020 and has listed below the names of all employers, the amount earned from each employer in 2020, and whether an IRS W-2 form is attached. Attach copies of all 2020 W-2 forms issued to you by employers. W-2s **are required** if the employer issued W-2s to their employees. If *an* *employer did not issue an IRS W-2 form, explain why.* *If more space is needed, attach a separate page with your name and date of birth at the top*.

The spouse was employed in 2020 and has listed below the names of all employers, the amount earned from each employer in 2020, and whether an IRS W-2 form is attached. Attach copies of all 2020 W-2 forms issued to you by employers. W-2s **are required** if the employer issued W-2s to their employees. If *an* *employer did not issue an IRS W-2 form, explain why.* *If more space is needed, attach a separate page with your name and date of birth at the top*.

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| --- | --- | --- | --- | --- |
| Name | Employer’s Name | 2020 Amount Earned | W-2 Attached? | If W-2 Not Provided Explain Why. |
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**\*\*\*In addition to W2s from each employer, please provide documentation from the IRS or other relevant tax authority date on or after October 1, 2020 that indicates a 2020 IRS income tax return was not filed with the IRS or other relevant tax authority. Use IRS Form 4506-T (**<https://www.irs.gov/pub/irs-pdf/f4506t.pdf>) **to get the required confirmation.**

**\_\_\_\_\_ Check here if confirmation of non-filing is provided.**

**\_\_\_\_\_ Check here if confirmation of non-filing will be provided later.**

1. **Certification and Signature**

Each person signing below certifies that all the information reported is complete and correct.

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Student’s Signature (Required) Date (Required)

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Spouse’s Signature (Optional) Date (Required)

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

***Do not mail this worksheet to the U.S. Department of Education.***

***You should keep a copy of this worksheet for your records.***

***Return by mail, email or fax to:* Dordt University Financial Aid Office**

**498 4th Ave NE**

**Sioux Center, IA 51250**

**or Fax: (712) 722-6035 Attn: Andrea Westerbeek**

**or E-MAIL: andrea.westerbeek@dordt.edu**

**We urge you to contact our office by phone if you have questions about what is required or how to complete this form. Please contact Andrea Westerbeek at (712) 722-6084 or toll free at 1-800-343-6738 option #2 or email** [**andrea.westerbeek@dordt.edu**](mailto:andrea.westerbeek@dordt.edu)