

# 2023 - 2024 Dependent Verification Worksheet

*(Please read this form carefully)*

Your 2023-2024 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, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You, and a parent whose information was reported on the FAFSA if dependent, must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

## A. Student Information

<i>Last Name</i>	<i>First Name</i>	<i>M.I.</i>	<i>SouthArk Student ID Number</i>	
<i>Address (include apt. #)</i>		<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Date of Birth</i>	<i>E-mail Address</i>		<i>Phone Number (include area code)</i>	

## B. Household Information

Per your **2023 - 2024** FAFSA information, were you: **Dependent**

**List ALL household members.** Include: the student, parent(s)-including any stepparent if applicable (even if the student doesn't live with the parents); parents' other children that will receive more than half of their support from 7-1-23 to 6-30-24 or if they would be classified as dependent on the 23-24 FAFSA (include children who meet either standard, even if they do not live with the parents); and any other household member(s) that now live with the parents and the parents provide more than half of the other person's support, and will continue to do so through June 30, 2024. Also write in the name of the college for any family member, **excluding** parent(s), who is or will be enrolled at least half-time in a degree, diploma, or certificate program at an eligible postsecondary educational institution between July 1, 2023 and June 30, 2024. If you need more space, attach a separate page with student's name and SouthArk student ID at the top.

Full Name	Age	Relationship	College	Will be enrolled at Least Half-Time (Yes or No)
<i>Example: Martha Jones</i>	<i>24</i>	<i>Sister</i>	<i>ABC University</i>	<i>Yes</i>
		Self		

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. Tax Forms and Income Information

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### 1. Verification of 2021 IRS Income Information for Student and/or Parent Tax Filers.

**Important Note:** The instructions below apply to the student (if filed/had income) &/or 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, 2021.

Instructions: Complete this section if the student &/or 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. In most cases, no further documentation is needed to verify 2021 IRS income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

#### Check all that apply:

- The **student** filed their own 2021 tax return and has used the IRS Data Retrieval Tool (DRT).
- The **student** filed their own 2021 tax return and has not yet used the IRS DRT but will use the tool to transfer 2021 IRS income tax information into the FAFSA.
- The **student** filed their own 2021 tax return but is unable or chooses not to use the IRS DRT & instead will provide a 2021 Tax Return Transcript(s) or a **SIGNED** copy of the 2021 income tax return and applicable schedules.
- The **parents** claimed the student and have used the IRS Data Retrieval Tool (DRT) to transfer the 2021 IRS income return information.
- The **parents** claimed the student and have not yet used the IRS DRT but will use tool to transfer 2021 IRS income tax information into the FAFSA.
- The **parents** claimed the student and are unable or chooses not to use the IRS DRT & instead will provide a 2021 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](http://www.IRS.gov), click on the “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](http://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 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. Transcript is generally received within 10 Business days from the IRS’s receipt of the telephone request.
  - Paper Request Form – Complete and send an IRS Form 4506T-EZ or IRS Form 4506-T as instructed on the form. 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 tax return transcripts** or a **SIGNED** copy of the 2021 income tax return and applicable schedules **MUST** be provided for each:

\_\_\_\_\_ Check here if a **2021 IRS Tax Return Transcript(s)** or a **SIGNED** copy of the 2021 income tax return and applicable schedules is provided.

\_\_\_\_\_ Check here if a **2021 IRS Tax Return Transcript(s)** or a **SIGNED** copy of the 2021 income tax return and applicable schedules will be provided later. (*this may delay awarding*)

