2023-2024 verification worksheet

federal student aid programs



Dependent: Your application was selected by the U.S. Dept. of Education for review in a process called "verification." In this process, Union's Student Financial Services office will compare information from your FAFSA with data from the IRS and this worksheet. Below are the steps you must do before financial aid can be awarded to you.

- 1. If you and your parents used the 2021 IRS Data Retrieval tool (DRT) when completing your FAFSA and did not make any changes to that information, a 2021 tax return transcript is not necessary.
- 2. If you and your parents did not use the IRS DRT or you made changes after using the IRS DRT, contact the IRS at **www.irs.gov** or call 1–800–908–9946 to obtain a 2021 tax return transcript. We can also accept a signed copy of the 1040 and accompanying schedules.
- 3. If your parents did not file or are not required to file an IRS 1040, your parents must provide **Verification of Nonfiling** from the IRS (Form 4506-T, box 7 and box 9 for Dec. 31, 2021) and include a copy of 2021 W-2 forms from all employers.
- 4. Complete all sections and sign the worksheet. You and your parents must sign the worksheet.
- 5. Submit all required documents to the Student Financial Services office.

Student Information

First name		Last name		
Middle name			Union ID number	
Address (include apt. #)				
City		State	Zip code	
Date of birth: Month	Day	Year	Phone number (with area code)	
Email address				

Family Information

Include the following in the household:

- · You (the student)
- Your parent(s): if your parents are divorced, list the parent you lived with the most during the last 12 months. If you did not live with one parent more than the other, list the parent who provided more than half of your *support during the last 12 months. If that parent is remarried, include step-parent.
- Your parents' other children if (1) your parents will provide more than half of their support from July 1, 2023 through June 30, 2024, or (2) the children would be required to provide parental information when applying for Federal Student Aid. Do not include any foster children or any child your parent is paying child support for.
- Other people currently living with your parents, if your parents provide and will continue to provide more than half of their support from July 1, 2023 through June 30, 2024.
- * Support means gifts, loans, housing, food, clothing, car, money, medical and dental care, paying college costs, etc.

Write the names of ALL household members below. List ages as of date when you applied for the 2023-2024 FAFSA. Also write in the name of the college for any family member, excluding your parents, who will be attending college at least half-time between July 1, 2023 and June 30, 2024, and will be enrolled in a degree, diploma or certificate program. If you need more space, attach a separate page.

Full name	Age	Relationship	College attending in 2023-2024

Family Information

List the name of all of your employers and the amount earned from each in 2021. Please provide IRS W-2 Form(s) for each employer in 2021 if you did not file taxes in 2021. Include employers even if they did not issue an IRS W-2 Form. If you need more space, attach a separate page.

Student employer	Student earnings	Par

Parent name	Parent employer	Parent earnings

Additional income

Both tax filers and non-tax filers must list any untaxed income received in 2021. **Be sure to enter zeros if no funds were received.** Failure to complete this section will delay the processing of your verification.

Applicants with no taxable income, no earned income or no untaxed income as reported in this section will be required to submit a LOW INCOME VERIFICATION FORM showing how living expenses were met.

Student	Calendar year 2021	Parents
\$	Untaxed income	\$
	Payments to tax-deferred pensions and savings plans (paid directly or withheld from earnings) including, but not limited to, amounts reported on W-2 Form Box 12a - 12d, codes D, E, F, G, H, S and Box 14.	
\$	Housing food, and other living allowances paid to members of the military. Amounts reported on W2 Form Box 14.	\$
\$	Housing, food, and other living allowances paid to members of the clergy. Amounts reported on W2 Form Box 14.	\$
\$	Child support received due to divorce, separation or legal requirement. List the names and ages of the children receiving the child support.	\$
	The person's name to whom the support is paid.	
	Address where the children live.	

Signatures

By signing this worksheet, I (we) certify that all t false or misleading information on this workshe		*	arning: If you purposely give
Student's signature	Date	Parent's signature	Date

Return by mail or email to:

Union College, Student Financial Services 3800 South 48th Street Lincoln, NE 68506

Phone: 402.486.2505 Email: sfs@ucollege.edu

