



2021–2022 V5 Verification Worksheet Dependent Student

Your 2021–2022 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 and your parent(s) 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 and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator 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.	Last Four Digits of Social Security Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)			Alternate or Cell Phone Number

B. Dependent Student's Family Information

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

- Yourself
- Your parent(s) (including a 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, 2021 through June 30, 2022, or if the other children would be required to provide parental information if they were completing a FAFSA for 2021–2022. Include children who meet either of these standards, even if they do not live with your parent(s).
- 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, 2022.

Include the name of the college for any household member listed, 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, 2021, and June 30, 2022. *If more space is needed, attach a separate page with the student's name and last four digits of their Social Security Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
		<i>Self</i>	<i>Cleary University</i>	<i>Yes/No</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. Dependent Student's Income Information To Be Verified

TAX RETURN FILERS — **Important Note:** If the student filed, or will file, an amended 2019 IRS tax return, a 2019 income tax return with an unusual IRS circumstance, or was the victim of IRS tax-related identity theft they must contact the financial aid office before completing this section.

Instructions: Complete this section if the student filed or will file a 2019 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. In most cases, no further documentation is needed to verify 2019 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 2019 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 with a **2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules.**

A **2019 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.

Student Name: _____

SSN (Last Four Digits) _____

TAX RETURN NON-FILERS— Complete this section if the student, **will not file** and is **not required** to file a 2019 income tax return with the IRS.

Check the box that applies:

- The student was not employed and had no income earned from work in 2019.
- The student was employed in 2019 and has listed below the names of all employers, the amount earned from each employer in 2019, and whether an IRS W-2 form or an equivalent document is provided. Copies of all 2019 IRS W-2 forms issued to the student by employers must be provided. List every employer even if the employer did not issue an IRS W-2 form.
If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2019
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

You must provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2020 that indicates a 2019 IRS income tax return was not filed with the IRS or other relevant tax authority. An official IRS Letter of Non-Filing can be obtained at [irs.gov](https://www.irs.gov). If unable to obtain a Letter of Non-Filing, 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 will be accepted.

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

Student Name: _____

SSN (Last Four Digits) _____

D. Parent(s) Income Information To Be Verified

Parent's Current Marital Status (Please check one):

Single: _____ Married/Remarried: _____ (Date: _____) Separated: _____ (Date: _____)

Divorced: _____ (Date: _____) Widowed: _____ (Date: _____)

TAX RETURN FILERS — **Important Note:** If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

If your parent filed, or will file, an amended 2019 IRS tax return, a 2019 income tax return with an unusual IRS circumstance, or were the victim of IRS tax-related identity theft you must contact the Office of Financial Aid before completing this section.

Instructions: Complete this section if the parents filed or will file a 2019 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 2019 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 2019 IRS income tax return information into the student's FAFSA.
- The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules.**

A **2019 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 2019 IRS income tax returns, the IRS DRT cannot be used, and the **2019 IRS Tax Return Transcript(s), or a signed copy of the 2019 income tax return and applicable schedules** must be provided for each.

_____ Check here if a **2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules** is provided for each parent.

Student Name: _____

SSN (Last Four Digits) _____

PARENT(S) TAX RETURN NON-FILERS— Complete this section if the parent(s), **will not file** and is **not required** to file a 2019 income tax return with the IRS.

Check the box that applies:

- The parent(s) was not employed and had no income earned from work in 2019.
- The parent(s) was employed in 2019 and has listed below the names of all employers, the amount earned from each employer in 2019, and whether an IRS W-2 form or an equivalent document is provided. Copies of all 2019 IRS W-2 forms issued to the parent(s) by their employers must be provided. List every employer even if the employer did not issue an IRS W-2 form.
If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2018
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

You must provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2020 that indicates a 2019 IRS income tax return was not filed with the IRS or other relevant tax authority. An official IRS Letter of Non-Filing can be obtained at irs.gov. If unable to obtain a Letter of Non-Filing, a signed statement certifying that the individual(s) attempted to obtain confirmation of non-filing from the IRS or other relevant tax authority and was unable to obtain the required documentation will be accepted.

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

Student Name: _____

SSN (Last Four Digits) _____

E. High School Completion Status

Provide one of the following documents to indicate the student's high school completion status when the student begins college in 2021–2022:

- A copy of the student's high school diploma.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A State certificate or transcript received by a student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- For a student who was homeschooled in a State where State law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a State where State law does not require the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a transcript, or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

Check the box that applies:

- The student has submitted a final official transcript or equivalent to the admissions office. *The financial administrator will use this information for the verification process.*
- The student is providing a final official transcript or equivalent. *The student's admissions file or the verification process cannot be completed until a final official transcript or equivalent has been received.*

A student who is unable to obtain the documentation listed above must contact the financial aid office. If we have already received one of the documents above as part of the admissions process, you do not need to turn in another copy.

Student Name: _____ SSN (Last Four Digits) _____

Notary's Certificate of Acknowledgement Regarding Signed Statement of Educational Purpose on Page 7 of this Document:

State of _____ City/County of _____

On _____, before me, _____, personally appeared, _____, and provided to me on basis of satisfactory evidence of identification _____ to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal:

(Notary signature)

My commission expires on _____
(Date)

(Seal)

G. Certifications and Signatures

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.

Student's Signature
(Blue or black ink, no electronic signatures accepted)

Date

Parent's Signature
(Blue or black ink, no electronic signatures accepted)

Date

***Submit the original worksheet to the financial aid administrator at your school.
Copies will NOT be accepted.
You should make a copy of this worksheet for your records.***