



2021-2022 Verification Worksheet – (V1)

Standard Verification – DEPENDENT

Your financial aid application has been selected for a process called “verification”. This review process may require you to submit additional documents to verify the accuracy of the information you provided on the Free Application of Federal Student Aid (FAFSA). Upon collection of all required documents for this review, we will send all corrections as needed to the Office of Federal Student Aid. **[Note: The Charles Drew office of Financial Aid cannot make any federal aid payments to you or process any student loan requests until all verification requirements have been satisfied.]**

A. Student Information

Student Name: _____
(Please Print) Last First MI

Address: _____
Street City State Zip

Phone: (____) _____ Email Address _____

Student ID: _____ Last 4-digits of Social Security# _____

B. Student’s Family Information

List below the people in your household, Include:

- Yourself, your parents, including step-parents, even if you do not live with your parents. Do not include your non-custodial parents.
- Your parent(s) other dependent 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 2021-22. Include children who meet either of these standards even if the children do not live with the parent
- Other people only if they now live with your parent(s) and your parent(s) will provide more than half of their support from July 1, 2021 through June 30, 2022.
- Provide college information for those students attending at least half-time during 2021-22 in a program leading to a degree, diploma, or certificate.

Full Name	Age	Relationship to Student	College	Enrolled Half-Time (yes/no)
		Self	Charles Drew Univ.	



C. Dependent Student and Parent Income Information

In this section of the worksheet we ask that you and your parent take turns marking one statement that best describe your respective 2019 tax situation. Please read each statement carefully, as additional documentation or actions may be requested from you or your parent. (For more information on these additional documents please review section E of this worksheet.)

- Checkboxes for Student and Parent with four numbered statements regarding tax filing status (TAX-FILER, NOT EMPLOYED, WAS EMPLOYED) and IRS verification requirements.

Reminder: (Only) individuals who selected the 4th statement above, must complete this Table.

Table with 3 columns: Name of Non-Filer (student/parent), Employer's Name, 2018 Amount Earned. Includes an example row with John Smith, Mike's Auto Body Shop, and \$3000.00.

D. Statement of Education Purpose / Certification

By signing this worksheet, we certify that all information reported on it is complete and correct. We understand that should these documents warrant a change to previously reported data, a University represent will initiate changes(s) to reflect the verifiable data to the FAFSA on file.

Student's Name Print

Parent's Name Print

Student Signature

Date

Parent's Signature

Date



E. Additional information for Verifying Income

-TAX FILERS-

RECOMMENDED for tax filers - Use the IRS Data Retrieval Tool (DRT) on the FAFSA:

The best and quickest way to verify income is by using the IRS Data Retrieval Tool (DRT) included as part of the FAFSA on the FAFSA website. Follow the instructions below to use the DRT:

- Log onto FAFSA.ed.gov, log in to your correct FAFSA award year, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form.
- From there, follow the instructions to determine if you are eligible to use the IRS DRT to transfer 2018 IRS income tax information into your FAFSA. You will need your address on file with the IRS (normally this will be the address used when your 2019 IRS tax return was filed).
- Once the tax information is displayed, check the box to Transfer Data, then select the “Transfer Now” button.

IF DRT does not work - Request your IRS tax return transcript by either of the following:

1. **On-Line:** Go to www.irs.gov and click the “Get Transcript of Your Tax Records” link under the Tools section to receive an **electronic copy** or a **paper copy by mail** (usually mailed within 5 to 10 days).
2. **PHONE:** Call 1-800-908-9946. Listen closely to the available options. You will need to choose the option that allows you to “Request a Transcript of your Tax Return.” A paper copy will be mailed to you, (usually within 5 to 10 days).

(Note: You will need your Social Security Number and the address on file with the IRS. (normally this will be the address used when you 2018 IRS tax return was filed)

-NON-TAX FILERS-

Request an IRS Statement of Non-filing:

- **Online:** Log onto to www.irs.gov and click the “Get Transcript of Your Tax Records” link under the Tools section to receive an electronic copy or a paper copy by mail (usually mailed within 5 to 10 days).
- **PHONE:** Call 1-800-908-9946. Listen closely to the available options. You will need to choose Option 2 to “Request an IRS Verification of Non-filing Letter”. A letter will be mailed to you, (usually within 5 to 10 days).
- **PAPER REQUEST:** Complete IRS Form 4506-T. Mail or fax the completed form to the IRS following instructions on page 2 of the form. A letter will be mailed to you, (usually within 5 to 10 days).