



## 2021-2022 Verification Worksheet – (V1)

### Standard Verification - INDEPENDENT

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 to complete this verification process. [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# \_\_\_\_\_

#### Student’s Family Information

List below the people in your household, Include:

- Yourself and your spouse if married (Do not include spouse if you are separated)
- Your children, if any, if you will provide more than half of their support from July1, 2021 through June 30, 2022 or if the child would be required to provide your information if they were completing a FAFSA for 2021-22. **Please include children who meet either of these standards, even if they do not live with you.**
- Also include other people if they **now live with** you and you provide **more than half** of their support and will continue to provide more than half of their support through June 30, 2022.

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



### C. Student (and Spouse, if Married) Income Information

Please check-off **ONLY ONE** statement below which best describes your and spouse's (if married) tax filing or non-tax filing situation for the 2019 tax year. Additional documents or actions may be requested from you and your spouse (if necessary) for completion of the verification process. Please see section E for more information regarding these documents.

**Please ✓ check-off only one statement below**

1. \_\_\_\_\_ Check here if you *and your spouse* (if applicable) **FILED TAXES for 2019** and successfully **USED the IRS Data Retrieval Tool (DRT)** to transfer your financial information onto your 2021-22 Free Application for Federal Student Aid (FAFSA).
2. \_\_\_\_\_ Check here if you and *your spouse* (if applicable) **FILED TAXES for 2019** but did **NOT USE** the IRS data Retrieval Tool (DRT) to transfer your financial information onto the 2021-2022 FAFSA. Please submit a complete copy of your and/or your spouse's (if applicable) **2019 Tax Return Transcript** to complete the "Verification Process".
3. \_\_\_\_\_ Check here if you and *your spouse* (if applicable) were **not employed**, had **no income earned from work in 2019** and did **NOT FILE TAXES for 2019**. Please submit a **2019 IRS Statement of Non-filing** for you and *your spouse* (if applicable) to complete this review.
4. \_\_\_\_\_ Check here if you or *your spouse* (if applicable) were **employed** in 2019 but **DID NOT FILE, WILL NOT FILE**, and was **NOT REQUIRED to file a 2019 IRS Income Tax Return**. Please complete the Table below and submit a **2019 W-2** from all employers as well as a **2019 IRS Statement of Non-filing** for you and *your spouse* (if applicable).

***(Please complete this Table ONLY if you checked-off the 4<sup>th</sup> Statement)***

Name of Non-Filer (student/parent)	Employer's Name	2018 Amount Earned
<i>John Smith (example)</i>	<i>Mike's Auto Body Shop (example)</i>	<i>\$3000.00 (example)</i>

### D. Statement of Educational Purpose/ Certification

I/we certify that all of the information reported on this verification worksheet is complete and correct and that the federal student financial assistance I may receive will only be used for educational purposes to pay the cost of attending Charles R Drew University of Medicine and Science for the 2021-2022 Academic Year. The student must sign and date below.

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**REMINDER:** Any aid received with false or misleading data is forfeit.

\_\_\_\_\_  
Spouse's Signature (Optional)

\_\_\_\_\_  
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 2019 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](http://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](http://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).