



Office of Scholarships and Financial Aid

1200 Murchison Road, Fayetteville, NC 28301 | Ph: (910) 672-1325 | Fax: (910) 672-1423 | www.uncfsu.edu/finaid

2023 - 2024 Dependent Student Verification Worksheet

Your 2023-2024 Free Application for Federal Student Aid (FAFSA®) was selected for review in a process called verification. Verification requires Fayetteville State University's Office of Scholarships and Financial Aid to collect additional documentation to confirm the information you reported on your FAFSA® before a financial aid offer can be made to you. To verify that you provided correct information, our financial aid administrators 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. All verification documents must be attached to this form and returned to our office within 5 days of receipt of the Missing Information Letter request. Failure to submit ALL required verification documents will result in your financial aid offer being delayed.

A. Dependent Student Information

Student's Last Name	Student's First Name	Student's M.I.	Banner ID Number
Student's Address (include Apt. Number)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)		Student's Cell Phone Number (include area code)	

B. Household Members and Number in College

The household members include:

- You, the student
- Your parents (including stepparent), even if you do not live with your parents.
- Your parent's other children if the parents will provide more than half of their financial support from July 1, 2023, through June 30, 2024, and who are under 24 years old, even if they do not live with the parents.
- Other people if they now live with your parents and your parents provide more than half of their financial support and will continue to provide more than half of their support through June 30, 2024.

Number in College includes:

The name of the college for any household member who will be enrolled at least half-time, in a degree seeking program at a postsecondary educational institution any time between July 1, 2023 and June 30, 2024. If more space is needed, attach a separate page with your name and Banner ID number at the top.

Full Name	Age	Relationship to Student	College Attending, if any	Will be Enrolled at Least Half Time for 2023-2024? (Yes or No)
		<i>Self</i>	<i>Fayetteville State University</i>	

C. Dependent **Student's Income Information**

I filed a 2021 Tax Return.

Complete section below, if you filed a tax return. Check the box that applies.

I have used the IRS DRT on my FAFSA® to transfer my 2021 IRS income tax return information into my FAFSA®.

I have not yet used the IRS DRT on my FAFSA® but will use the tool to transfer my 2021 IRS income tax return information into my FAFSA®.

I was unable to or choose not to use the IRS DRT on my FAFSA® and instead will provide the Office of Scholarships and Financial Aid with a 2021 IRS Tax Return Transcript or a signed copy of my 2021 Tax Return.

I did not file a 2021 Tax Return.

Complete section below, if you did not file a tax return. Check the box that applies.

I was not employed and had no income earned from work in 2021.

I was employed in 2021 and have completed the table below.

Provide copies of all 2021 W-2's. List every employer, even if the employer did not issue an IRS W-2 form.

Sources of 2021 Income		
Employer's Name	Amount Earned	W-2 Provided

D. **Parent's Household Income Information**

My parent(s) filed a 2021 Tax Return.

Complete section below if your parent(s) filed a tax return. Check the box that applies.

The parent has used the IRS DRT on my FAFSA® to transfer their 2021 IRS income tax return information.

The parent has not yet used the IRS DRT on my FAFSA® but will use the tool to transfer their 2021 IRS income tax return information into my FAFSA®.

The parent is unable or chooses not to use the IRS DRT on my FAFSA® and instead will provide the Office of Scholarships and Financial Aid with a 2021 IRS Tax Return Transcript or a signed copy of their 2021 Tax Return.

The parent and spouse filed separate 2021 Tax Returns. They will submit both 2021 Tax Return Transcripts or signed copies of both their 2021 Tax Returns.

My parent(s) did not file a 2021 Tax Return.

Complete section below if your parent(s) did not file a tax return. Check the box that applies.

Check here if the IRS Verification of Non-Filing Letter is attached.

Check here if IRS Verification of Non-Filing Letter cannot be obtained. You must complete the Verification of Non-Filing below and list sources of income.

Verification of Non-Filing Statement

I _____ certify that I was not required to file a 2021 Tax Return. I have attempted to obtain proof of my non-filing status from the IRS but was unable to obtain the required documentation.

Signature of Non-Filer

Relationship to Student

Provide copies of all 2021 W-2's. List every employer, even if the employer did not issue an IRS W-2 form.

Sources of 2021 Income		
Employer's Name	Amount Earned	W-2 Provided

Student's Name: _____

Banner ID: _____

E. Certification and Signatures

Each person signing this worksheet certifies that all the information reported on it is complete and correct. The student and one parent must sign and date.

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

Student's Signature

Date

Parent's Signature

Date

Please make a copy of this worksheet for your records.

Submit this worksheet to the Office of Scholarships and Financial Aid at Fayetteville State University.

Email: finaid@uncfsu.edu

Fax: 910-672-1423

In Person: Use the drop box located on the first floor of the Lilly Building

Instruction Section for Tax Filers and Non-Filers

Option 1 - Use the IRS Data Retrieval Tool (IRS DRT)

The best way to verify income is by using the IRS Data Retrieval Tool that is part of the Free Application for Federal Student Aid (FAFSA®). If you have already used this tool and submitted your FAFSA® with unaltered tax data, then no further action is required, unless instructed by our office.

If you have not already used this tool, go to studentaid.gov log into your FAFSA® and select 'Make FAFSA Corrections.' Navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool.

Option 2 - Request an IRS Tax Return Transcript for Filers or a Verification of Non-Filing Letter for Non-Filers

If you do not meet the requirements or choose not to use the IRS DRT, you are required to submit your IRS Tax Return Transcript to our office. If you did not file taxes, you will need to request a 2021 Verification of Non-Filing Letter from the IRS>

To obtain an IRS Tax Return Transcript, go to www.irs.gov and click on the "Get a Tax Transcript" link. You can select to receive the transcript online or have a copy mailed to you. You will need your Social Security Number, date of birth, and the address on file with the IRS (the address used when your 2021 IRS tax return was filed) or call 1-800-908-9946.