## 2023 - 2024 Dependent Verification Worksheet

(Please read this form carefully)

Your 2023-2024 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 reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You, and a parent whose information was reported on the FAFSA if dependent, must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

A. Student Infor	mation				
Last Name	First Name	M.I.	SouthArk Studen	nt ID Number	
Address (include apt.	#)	City	State	Zip Code	
Date of Birth	E-mail Address	E-mail Address		Phone Number (include area code)	
B. Household In	formation				

### Per your **2023 - 2024** FAFSA information, were you: **Dependent**

**List ALL household members**. Include: the student, parent(s)-including any stepparent if applicable (even if the student doesn't live with the parents); parents' other children that will receive more than half of their support from 7-1-23 to 6-30-24 or if they would be classified as dependent on the 23-24 FAFSA (include children who meet either standard, even if they do not live with the parents); and any other household member(s) that now live with the parents and the parents provide more than half of the other person's support, and will continue to do so through June 30, 2024. Also write in the name of the college for any family member, **excluding** parent(s), who is or will be enrolled <u>at least half-time</u> in a degree, diploma, or certificate program at an eligible postsecondary educational institution between July 1, 2023 and June 30, 2024. If you need more space, attach a separate page with student's name and SouthArk student ID at the top.

Full Name	Age	Relationship	College	Will be enrolled at Least Half-Time (Yes or No)
Example: Martha Jones	24	Sister	ABC University	Yes
		Self		
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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.

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### C. Tax Forms and Income Information

#### 1. Verification of 2021 IRS Income Information for Student and/or Parent Tax Filers.

Important Note: The instructions below apply to the student (if filed/had income) &/or each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2021 or had a change in marital status after December 31, 2021.

Instructions: Complete this section if the student &/or parents filed or will file a 2021 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 2021 IRS income information that was tran

sfe	rred into the student's FAFSA using the IRS DRT if that information was not changed.
Ch	neck all that apply:
	The <b>student</b> filed their own 2021 tax return and <u>has used</u> the IRS Data Retrieval Tool (DRT).
	The <b>student</b> filed their own 2021 tax return and <u>has not yet used</u> the IRS DRT but will use the tool to transfer 2021 IRS income tax information into the FAFSA.
	The <b>student</b> filed their own 2021 tax return but is <u>unable or chooses not to use</u> the IRS DRT & instead will provide a 2021 Tax Return Transcript(s) or a <u>SIGNED</u> copy of the 2021 income tax return and applicable schedules.
	The <b>parents</b> claimed the student and <u>have used</u> the IRS Data Retrieval Tool (DRT) to transfer the 2021 IRS income return information.
	The <b>parents</b> claimed the student and <u>have not yet used</u> the IRS DRT but will use tool to transfer 2021 IRS income tax information into the FAFSA.
	The <b>parents</b> claimed the student and are <u>unable or chooses not to use</u> the IRS DRT & instead will provide a 2021 Tax Return Transcript(s) or a <u>SIGNED</u> copy of the 2021 income tax return and applicable schedules.
	A 2021 IRS Tax Return Transcript may be obtained through:
	• Get Transcript by Mail – Go to www.IRS.gov, click on the "Get Your Tax Record". Click "Get transcript by Mail". Make sure to request the "Return Transcript" and NOT the "Account Transcript." The transcript generally received within 10 Business days from the IRS's receipt of the online request.

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- 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-asyou-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as 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 Call 1-800-908-9946. Transcript is generally received within 10 Business days from the IRS's receipt of the telephone request.
- Paper Request Form Complete and send an IRS Form 4506T-EZ or IRS Form 4506-T as instructed on the form. Transcript is generally received within 10 Business days from the IRS's receipt of the paper request form.

Ш	If the p	parents filed separate 2021 IRS income tax returns, the IRS DRT cannot be used and the 2021 tax
		<b>transcripts</b> or a <u>SIGNED</u> copy of the 2021 income tax return and applicable schedules <u>MUST</u> vided for each:
		Check here if a <b>2021 IRS Tax Return Transcript(s)</b> or a <u>SIGNED</u> copy of the 2021 income tax return and applicable schedules is provided.
		Check here if a <b>2021 IRS Tax Return Transcript(s)</b> or a <u>SIGNED</u> copy of the 2021 income tax return and applicable schedules will be provided later. (this may delay awarding)

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# 2. Verification of 2021 Income Information for Student and/or Parent Non-tax Filers

Complete this section <b>ONLY</b> if in Check all that apply:	ndividuals did not file an	d were not required to file a 202	21 income tax return.	
☐ The student was not emp	loyed and had no income	earned from work in 2021.		
☐ Neither parent was emplo	oyed and neither had incom	me earned from work in 2021.		
employers, the amount eadocument is provided. [F	arned from each employer Provide copies of all 2021	ed in 2021 and have listed below in 2021, and whether an IRS V IRS W-2 forms issued to the st employer did not issue an IRS V	V-2 or equivalent udent &/or parents by	
Employer's Name	Student Amount Earned From Work	Parent(s) Amount Earned From Work	IRS W-2 or an Equivalent Document Provided?	
Example: ABC Auto Body Shop	N/A	\$4,500.00	Yes	
D. Unusual Circumstances Verification of 2021 IRS Income To Must provide the following:  • A signed copy of the 2021 IRS; AND  • A 2021 Tax Return Transc • a signed copy of the 2022 • IRS DRT information on an	with the IRS or other relevant confirmation of non-filing entation.  on of non-filing or a signer on of non-filing or a signer on of non-filing or a signer or a signe	ant tax authority; or a signed/dated ag from the IRS or other relevant to d statement is provided. d statement will be provided lated at the IRS or other relevant to distance will be provided lated at IRS or Individuals Who Filed an American U.S. Individual Income Tax Retention from the original tax replicable schedules; or formation from the original tax retention from the original tax retentions.	ended IRS Tax Return  ern," that was filed with  eturn); or  urn. (DRT Flags 02 or 07)	
Verification of 2021 IRS Income To Must provide a Tax Return DataBas an equivalent document provided by individual filed with the IRS; AND IRS tax-related identity theft and the	se View (TDRBV) transcrip y the IRS or a copy of the si a statement signed and date	t obtained from the IRS, or if unab gned 2021 income tax return and a ed by the tax filer indicating that h	ole to obtain a TRDBV, applicable schedules the	
For information on other unusual circumstances such as individual granted a filing extension or individuals who filed non-IRS income tax returns, please see the IRS Tax Documentation & Data Retrieval Instructions form found on our webpage.				
E. Certification and Signat	ture			
Each person signing below certifies	that all of the information r	eported is complete and correct.		
		WARNING: If you purpose information, you may be find		
Printed Student's Name	Date			
Student's Signature (Required)	Date	Parent's <b>Signature</b> (Required)	Date	