

2021-2022 Independent Verification Worksheet

(Please read this form carefully)

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 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 Information

<i>Last Name</i>	<i>First Name</i>	<i>M.I.</i>	<i>SouthArk Student ID Number</i>	
<i>Address (include apt. #)</i>		<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Date of Birth</i>	<i>E-mail Address</i>		<i>Phone Number (include area code)</i>	

B. Family Information (Please check the appropriate box)

Per your 2021-2022 FAFSA information, were you: **Independent**

List ALL household members. Include: the student, spouse (if married); Student's &/or spouse's children if the student or spouse will provide more than half of the children's support from 7-1-21 to 6-30-22, even if a child does not live with the student; and any other household member(s) that now live with the student and the student or spouse provides more than half of the other person's support, and will continue to do so through June 30, 2022. Also write in the name of the college for any family member who is or will be enrolled at least half-time in a degree, diploma, or certificate program at an eligible postsecondary educational institution between July 1, 2021 and June 30, 2022. 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)
<i>Example: Martha Jones</i>	<i>24</i>	<i>Wife</i>	<i>ABC University</i>	<i>Yes</i>
		Self		

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. Tax Forms and Income Information

1. Verification of 2019 IRS Income Information for Student Tax Filers.

Important Note: The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2019 or had a change in marital status after December 31, 2019.

Instructions: Complete this section if the student (and spouse) 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 IRS income tax 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 Data Retrieval Tool (DRT) to transfer 2019 IRS income return information.
- The **student** has not yet used the IRS DRT but will use the tool to transfer 2019 IRS income tax information into the students FAFSA.
- The **student** is unable or chooses not to use the IRS DRT & instead will provide a 2019 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 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 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 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 a 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 telephone request.
- If the student and spouse filed separate 2019 IRS income tax returns, the IRS DRT cannot be used and the **2019 tax return transcripts** 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.
- _____ Check here if a **2019 IRS Tax Return Transcript(s)** or a **SIGNED** copy of the 2019 income tax return and applicable schedules will be provided later. (*this may delay awarding*)

2. Verification of 2019 Income Information for Student Non-tax Filers

Complete this section **ONLY** if the student (&/or spouse, if married) did not file and were not required to file a 2019 income tax return with the IRS.

Check all that apply:

- The student &/or spouse were not employed and had no income earned from work in 2019.
- The student &/or spouse were employed in 2019 and have listed below the names of all employers, the amount earned from each employer in 2019, and whether an IRS W-2 is provided. [Provide copies of all 2019 IRS W-2 forms issued to the student, spouse (if married) and/or parent by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	Student Amount Earned From Work	Spouse Amount Earned From Work	IRS W-2 or an Equivalent Document Provided?
<i>Example: ABC Auto Body Shop</i>	<i>\$4,500.00</i>	<i>N/A</i>	<i>Yes</i>

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; or a signed/dated 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.

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

_____ Check here if confirmation of non-filing or a signed statement will be provided later. *(this may delay awarding)*

D. Unusual Circumstances

Verification of 2019 IRS Income Tax Return Information for Individuals Who Filed an Amended IRS Tax Return

Must provide the following:

- A **signed** copy of the 2019 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with IRS; **AND**
- A **2019 Tax Return** Transcript (that will only include information from the original tax return); **or**
- a **signed** copy of the 2019 income tax return and applicable schedules; **or**
- IRS DRT information on an ISIR record with all tax information from the original tax return. (DRT Flags 02 or 07)

Verification of 2019 IRS Income Tax Return Information for Individuals Who Were Victims of IRS Identity Theft

Must provide a Tax Return DataBase View (TDRBV) transcript obtained from the IRS, or if unable to obtain a TRDBV, an equivalent document provided by the IRS or a copy of the signed 2019 income tax return and applicable schedules the individual filed with the IRS; **AND** a statement signed and dated by the tax filer indicating that he or she was victim of IRS tax-related identity theft and the IRS is aware of the tax-related identity theft.

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.

D. Certification and Signature

Each person signing below certifies that all of the information reported is complete and correct.

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Printed Student's Name Date

Student's Signature (Required) Date

Spouse's Signature (Optional) Date