

**Independent Student Verification Worksheet 2023-2024**

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states that before disbursing 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 along with any other required documents. If there are discrepancies, your FAFSA information may need to be corrected. You and your spouse (if applicable) 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, please contact us so that your financial aid will not be delayed.

**Return this form to Financial Aid via: Fax 203-582-4511 or mail.**

**Section 1 – Student Information**

Student's Last Name	Student's First Name	Student's M.I.	Student's QU ID
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)			Student's Alternate or Cell Phone Number

**Section 2 – Household Information** - List below the people in your household whom **you are providing MORE THAN ½ of their SUPPORT**. Include:

- You and your spouse, if married.
- You or spouse's children, if you or your spouse will provide more than half of their support from July 1, 2023, through June 30, 2024, even if the children do not live with you.
- Other people if they now live with you, and you or your spouse provides more than half of their support and will continue to provide more than half of their support through June 30, 2024.

For any household member who will be enrolled at least part-time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2023, and June 30, 2024, include the name of the college.

If more space is needed, provide a separate page with your name and ID number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Part-Time (Yes or No)
		<i>Self</i>	<i>Quinnipiac SOM</i>	

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.

**Section 3 – Income/Tax Information – If Filed or Will File a 2021 Tax Return**

**Important Note:** The instructions below apply to you and your spouse, if you are married. Notify the financial aid office if you or your spouse filed separate IRS income tax returns for 2021 or had a change in marital status after December 31, 2021.

**Instructions:** Complete this section if you and your spouse 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.* In most cases, no further documentation is needed to verify 2021 IRS income information that was transferred into your FAFSA using the IRS DRT if that information was not changed by the FAFSA filer. In most cases, for electronic tax return filers, 2021 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2021 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2021 paper IRS income tax returns, the 2021 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 6–8 weeks after the 2021 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

**Check the box that applies:**

- I have used the IRS DRT from the *FAFSA on the Web* to transfer 2021 IRS income tax return information into my FAFSA. I have not yet used the IRS DRT from the *FAFSA on the Web*, but will use the tool to transfer 2021 IRS income tax return information into my FAFSA.
- I am unable to or choose not to use the IRS DRT from the *FAFSA on the Web*, and instead will provide the school a **2021 IRS Tax Return Transcript(s)**.

A **2021 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by MAIL – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get your tax record." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Get Transcript ONLINE – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get your tax record" Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Automated Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

If you and your spouse filed separate 2021 IRS income tax returns, the IRS DRT cannot be used and the **2021 IRS Tax Return Transcript(s)** must be provided for each.

- \_\_\_\_ Check here if a **2021 IRS Tax Return Transcript(s)** is provided.
- \_\_\_\_ Check here if a **2021 IRS Tax Return Transcript(s)** will be provided later.

**Certification and Signature(s) – please print and sign**

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

Student's Signature (Required)	Date
Spouse's Signature (Optional)	Date

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

If you and your spouse filed a 2021 tax return, you do not need to complete this form.

**Section 4 – Verification of 2021 Income Information for Student Non-tax Filers**

The instructions and certifications below apply to you and your spouse, if the student is married. Complete this section if you and your spouse will not file and are not required to file a 2021 income tax return with the IRS.

**Check the box that applies:**

- My spouse and I were not employed and had no income earned from work in 2021.
- I was employed in 2021 and/or my spouse was employed in 2021 and have listed below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is provided. [Provide copies of all 2021 IRS W-2 forms issued to you and your spouse by your employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student’s name and ID number at the top.

Employer’s Name	IRS W-2 Provided?	Annual Amount Earned in 2021
<i>ABC’s Auto Body Shop (example)</i>	<i>Yes</i>	<i>\$4,500</i>
<b>Total Amount of Income Earned from Work</b>		<b>\$</b>

Provide documentation from the IRS (Verification of Non-filer letter) or other relevant tax authority dated on or after October 1, 2022 that indicates a 2021 IRS income tax return was not filed with the IRS or other relevant tax authority.

You can obtain a “Verification of Non-filer” letter from the IRS by submitting IRS Form 4506-T and checking box 7.

- \_\_\_ Check here if confirmation of non-filing is provided.
- \_\_\_ Check here if confirmation of non-filing will be provided later.

**Certification and Signature – please print and sign**

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

Student’s Signature (Required)	Date
Spouse’s Signature (Optional)	Date

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