



# 2023-2024 Verification Worksheet Dependent Student

Mail to: SVC Financial Aid Office, 300 Fraser Purchase Road, Latrobe PA 15650-2690. Fax 724-805-2953

Student Name: \_\_\_\_\_ Student ID/last four of SSN: \_\_\_\_\_

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "Verification". In this process, Saint Vincent College is required to compare information from your FAFSA with your and your parent(s)' 2021 IRS federal income tax return and this form. **Federal aid cannot be awarded until the verification process has been completed.**

### A. Family Information

List the people in your parent(s)' household between July 1, 2023 and June 30, 2024 including:

- Yourself, and your parent(s). If your parents are separated/divorced, list the parent that you reside with (if remarried, list stepparent as well)
- Your parent(s)' other children if your parent(s) will provide more than half of their support
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support

Write the names of all household members in the area below. Also write in the name of the college for all household members excluding parents who will be attending college between July 1, 2023 and June 30, 2024. If more space is needed, please attach a separate page with the student's name and ID Number at the top.

Full Name	Age	Relationship to student	Last 4 digits of SSN	College Attending (if at least half time)
		Self		Saint Vincent College

Indicate the *current* marital status for the parent(s) listed above.

\_\_\_ Never married \_\_\_ Married/Remarried \_\_\_ Divorced/Separated \_\_\_ Widowed \_\_\_ Unmarried, and both parents living together  
Date of parent marital status: \_\_\_ / \_\_\_

### B. Dependent Student's Income Information to be Verified

Student must check ONLY one line below (as applicable).

- \_\_\_ I, the student, used the IRS Data Retrieval Tool to transfer 2021 tax information into the FAFSA.
- \_\_\_ I, the student, was unable or chose not to use the IRS Data Retrieval Tool in the FAFSA. **A signed photocopy of my 2021 federal tax return and all schedules or the 2021 IRS Tax Return Transcript is attached.** For a Tax Return Transcript, go to [www.irs.gov](http://www.irs.gov), get transcript of your tax records, request a Tax Return Transcript.
- \_\_\_ I, the student, **did not work and had no income in 2021.**
- \_\_\_ I, the student, had earnings in 2021 but did not file and was not required to file a federal tax return. **I have attached a copy(s) of all of my 2021 W-2(s).**

### C. Parent(s)' Income Information to be Verified

Parent(s) must check ONLY one line below (as applicable).

- \_\_\_ I/we, the parent(s) used the IRS Data Retrieval Tool to transfer 2021 tax information into the FAFSA.
- \_\_\_ I/we the parent(s) are unable or choose not to use the IRS Data Retrieval Tool in FAFSA. **A signed photocopy of parent(s) 2021 federal tax return and all schedules or the 2021 IRS Tax Return Transcript are attached.** For a Tax Return Transcript, go to [www.irs.gov](http://www.irs.gov), get transcript of your tax records, request a Tax Return Transcript.
- \_\_\_ Neither parent included in the FAFSA worked nor had income in 2021. **Each parent must submit a Verification of Non-Filing Letter.** Complete and submit the 4506-T (enclosed) to the IRS. You will receive the non-filing letter which you must submit to our office. You may also be able to request this letter at [www.irs.gov](http://www.irs.gov).
- \_\_\_ I/we, the parent(s) had earnings in 2021 but did not file and were not required to file a federal tax return. **All W-2's for each parent that worked in 2021 is attached.** Also, **each parent must submit a Verification of Non-Filing Letter.** Complete and submit the 4506-T (enclosed) to the IRS and they will send you the letter which you must submit to our office. You may also be able to request this letter at [www.irs.gov](http://www.irs.gov).

**D. Student and FAFSA Parent must sign this Worksheet** - By my signature I certify that all the information reported on this form is complete and correct.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Parent Signature \_\_\_\_\_ Date \_\_\_\_\_