

2023-2024 Verification Worksheet

Student Name: _____ Heidelberg OASIS ID: _____

Parent Contact Information (if dependent):

Phone: _____ Email: _____

Your 2023-24 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that we must 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 worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected by Heidelberg.

STEP 1: Family Information

Write the names of all family members in your household. List the name of the College if this family member will attend at least half time between July 1, 2023 and June 30, 2024 and will be enrolled in a degree or certification program.

Dependent Students: List the people that your parents will support between July 1, 2023 and June 30, 2024. Include yourself, your parents, and your parents' dependent children (if your parents provide more than half support).

Independent Students: List the people that you (and your spouse) will support between July 1, 2023 and June 30, 2024. Include yourself, your spouse, and your dependent children (if you provide more than half of their support).

Full Name	Age	Relationship	College in 2023-2024

STEP 2: Tax Filers (check all that apply)

Parent(s) have used the IRS Data Retrieval Tool to transfer 2021 IRS income tax information into the FAFSA.

Student has used the IRS Data Retrieval Tool to transfer 2021 IRS income tax information into the FAFSA.

OR

Parent(s) will "Get Transcript" through mail or online from the IRS at www.irs.gov/transcript Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript." Forward to Heidelberg once received.

Student will "Get Transcript" through mail or online from the IRS at www.irs.gov/transcript Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript." Forward to Heidelberg once received.

OR

Parent(s) will submit a signed copy of 2021 IRS Federal Tax Return

Student will submit a signed copy of 2021 IRS Federal Tax Return



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COMPLETE BOTH SIDES

STEP 3: For Parent Non-Tax Filers (in the household)

_____ Neither parent was employed, and neither had income earned from work in 2021.

_____ One or both parents were employed in 2021 and have listed in the following chart the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form or an equivalent document is

Parent Source of Income	2021 Earnings	W2 Status
		<input type="checkbox"/> Did not receive W2 <input type="checkbox"/> W2 attached
		<input type="checkbox"/> Did not receive W2 <input type="checkbox"/> W2 attached

provided.

Provide documentation from the IRS for each parent that indicates a 2021 IRS income tax return was not filed with the IRS. Go to www.irs.gov to print form 4506-T and request Verification of Nonfiling (number 7).

STEP 4: For student Non-Tax Filers

_____ Student certifies that they have not filed and are not required to file a 2021 Income Tax Return.

If you will not file, but did earn income; please list below all sources of income for 2021. **Please attach W2.**

Independent students must provide documentation from the IRS that indicates a 2021 IRS income tax return was not filed with the IRS. Go to www.irs.gov to print form 4506-T and request Verification of Nonfiling (number 7).

Student Source of Income	2021 Earnings	W2 Status
		<input type="checkbox"/> Did not receive W2 <input type="checkbox"/> W2 attached
		<input type="checkbox"/> Did not receive W2 <input type="checkbox"/> W2 attached

STEP 5: Signatures

By signing this worksheet, I (we) certify that all the information reported to qualify for Federal student aid is complete and correct. (If dependent, at least one parent must sign.) **WARNING:** If you purposely give false or misleading information on this worksheet you may be fined, sentenced to jail, or both.

_____	_____	_____	_____
Student's Signature	Date	Parent Signature	Date

RETURN TO:

Office of Financial Aid
 Heidelberg University
 310 E. Market St.
 Tiffin, OH 44883
 (T) 419.448.2293
 (F) 419.448.2296



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