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Rollins
EST. 1885

2023-2024 Standard Verification Worksheet
Dependent Student

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification (typically by the Department of Education). Federal regulations require us to verify the information you provided on the FAFSA with the information on this worksheet and other required documents for students selected for verification. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Rollins Financial Aid Office by utilizing the secure upload portal (rollins.edu/financial-aid/upload) or U.S. mail.

A. Dependent Student's Information

Student's Last Name _____ Student's First Name _____ Student's M.I. _____

Student's R-Number _____

Student's Street Address (include apt. no.) _____

Student's Date of Birth _____

City _____ State _____ Zip Code _____

Student's Email Address _____

B. Dependent Student's Family Information

List below the people in your **parent(s)' household**. Include:

- Yourself
- **Your parent(s)**: biological, adoptive, or step-parents. If your parents are remarried, list the couple you live with, not both biological parents. If your parents are divorced, list only the parent you live with (custodial parent).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2023 through June 30, 2024, or if the other children would be required to provide parental information if they were completing a FAFSA for 2023-2024. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they live with your parent(s) now and/or your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2024.

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

Name	Age	Relationship to Student	College to be attended 2023-2024 *(if applicable)*	Will be enrolled at least half-time? Y/N
		Self	*Rollins*	*Yes*
		Parent		

Student's Name: _____ **R-Number:**_____

C. STUDENT - Income Information

You, the student, must indicate your 2021 tax filing status. Please choose the option that describes your filing status below.

If you filed a 2021 tax return, the best way to verify income is by using the IRS Data Retrieval Tool on the FAFSA. If you have not already used the tool, go to studentaid.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the "Student Financial Information" section of the form. From there, follow the instructions to determine if you, the student, are eligible to use the Data Retrieval Tool to transfer 2021 IRS income tax information into the student's FAFSA.

If you are unable or choose not to use the IRS Data Retrieval Tool, you must submit a **SIGNED** copy of your **2021 Federal Tax Return**.

Choose one (1) of the following options that best describes your 2021 tax status:

☐ Check here if you, the student, used the IRS Data Retrieval Tool.

☐ Check here if you, the student, included a copy of your **SIGNED 2021 Federal Tax Return.** Include all schedules (1, 2, 3 etc.) associated with the return.
NOTE: If the student filed or will file a 2021 IRS 1040-X Amended Tax Return, the student must contact the Rollins Financial Aid Office.

☐ Check here if you, the student, were not employed, did not file a tax return, and had no income earned from work in 2021.

☐ Check here if you, the student, were employed but did not file a tax return. List below the names of all your employers, the amount earned from each employer in 2021, and attach copies of all 2021 IRS W-2 forms issued to you by employers.
NOTE: List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and R-Number at the top.

Do **not** complete this box if you have already utilized the IRS Data Retrieval Tool or are submitting a signed tax return.

Employer's Name	2021 Amount Earned	IRS W-2 Attached?

Student's Name: _____ **R-Number:**_____

D. PARENT(S) - Income Information

You must indicate your parent(s)' 2021 tax filing status. Please choose the option that describes their filing status below. If two parents were reported in Section B (Dependent Student Family Information) of this worksheet, the instructions and certifications refer and apply to both parents.

If your parent(s) filed a 2021 tax return, the best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA. If the parent(s) have not already used the tool, go to studentaid.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the "Parent Financial Information" section of the form. From there, follow the instructions to determine if the student's parent(s) are eligible to use the Data Retrieval Tool to transfer 2021 IRS income tax information into the student's FAFSA.

If the parent(s) is/are unable or chooses not to use the IRS Data Retrieval Tool, they must submit a SIGNED copy of their 2021 Federal Tax Return.

IF YOUR PARENT(S) DO NOT FILE A 2021 TAX RETURN AND ARE NOT REQUIRED TO FILE: They must obtain a "Verification of Non-Filing Letter" from the IRS. There are two methods to request this letter.

- Navigate to https://irs.gov/individuals/get-transcript and select "Get Transcript ONLINE" or "Get Transcript by MAIL". Choose "Verification of Non-Filing Letter" and follow the instructions. (May not be available for all users).
- If the first option is not available, complete the pre-filled IRS 4506T Non-Filing Verification https://www.rollins.edu/financial-aid/financial-aid-forms/. Carefully read the instructions and fax or mail this form to the IRS as listed in the instructions.

Choose one (1) of the following options that best describes your parent(s)' 2021 tax status:

☐ Check here if the parent(s) have used the IRS Data Retrieval Tool.

☐ Check here if the parent(s) have included a copy of their **SIGNED 2021 Federal Tax Return.** Include all schedules (1, 2, 3 etc.) associated with the return.
NOTE: If the parent(s) filed or will file a 2021 IRS 1040-X Amended Tax Return, they must contact the Rollins Financial Aid Office.

☐ Check here if the parents(s) have requested their "Verification of Non-Filing Letter" and were not employed, and had no income earned from work in 2021.

☐ Check here if the parent(s) have requested their "Verification of Non-Filing Letter" and were employed. List below the names of all their employers, the amount earned from each employer in 2021, and attach copies of all 2021 IRS W-2 forms issued to them by employers.
NOTE: List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and R-Number at the top.

Do **not** complete this box if the parent(s) have already utilized the IRS Data Retrieval Tool or are submitting a signed tax return.

Employer's Name	2021 Amount Earned	IRS W-2 Attached?

Student's Name: _____ **R-Number:**_____

E. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent must sign and date.

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

Please note: electronic signatures are <u>not</u> acceptable at this time.

_____ _____
Student's Signature Date

_____ _____
Parent's Signature Date