

2023-2024 Dependent Verification Worksheet (V1)



Student Information (please print)

Last name, First name, MI	
Empower ID	
Street Address	
City, State, Zip Code	
Phone Number	
Date of Birth	

1. Household Information

A. List the people your parent(s) will support between July 1, 2023 and June 30, 2024. Include:

- Yourself (even if you don't live with your parents).
- Your parents (including a stepparent).
- Your parent's other children if your parents will provide more than half of the children's 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 a child does not live with the parents.
- Other people if they now live with your parents and your parents provide more than half of the other person's support and will continue to provide more than half of that person's support through June 30, 2024.

B. If any of your household members below attend college, write the name of the college below and mark if they will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2023, and June 30, 2024. Attach additional paper if you need more space for your household, listing relationship to student, full name, date of birth and college attending (if applicable).

Relationship to student	Full Name of Household members	Age	College (if attending)	Will be Enrolled at Least Half Time (Yes or No)
<i>Student</i>			<i>Mercy College of Ohio</i>	Yes/No/NA
<i>Parent 1</i>				NA
<i>Parent 2</i>				NA
<input type="checkbox"/> Sibling <input type="checkbox"/> Step-Sibling				Yes/No/NA
<input type="checkbox"/> Sibling <input type="checkbox"/> Step-Sibling				Yes/No/NA
<input type="checkbox"/> Sibling <input type="checkbox"/> Step-Sibling				Yes/No/NA
<input type="checkbox"/> Other _____				Yes/No/NA

STUDENT	PARENT 1	PARENT 2
<input type="checkbox"/> I filed a 2021 IRS Tax Return - used the IRS data retrieval on my FAFSA or - am attaching a copy of my 2021 IRS Tax Return Transcript or a signed copy of my 2021 IRS Tax Return and All Schedules ~~~~~ <input type="checkbox"/> I did not work in 2021 and did not file a 2021 Federal Tax Return. OR <input type="checkbox"/> I worked in 2021 but was not required to file a 2021 Federal Tax Return. I am attaching my 2021 IRS Verification of Non-filing Letter (VNF). Must submit copies of 2021 W-2's.	<input type="checkbox"/> I filed a 2021 IRS Tax Return - used the IRS data retrieval on my FAFSA or - am attaching a copy of my 2021 IRS Tax Return Transcript or a signed copy of my 2021 IRS Tax Return and All Schedules ~~~~~ <input type="checkbox"/> I did not work in 2021 and did not file a 2021 Federal Tax Return. I am attaching my 2021 IRS Verification of Non-filing Letter (VNF), or I attempted but was unable to obtain a VNF OR <input type="checkbox"/> I worked in 2021 but was not required to file a 2021 Federal Tax Return. I am attaching my 2021 IRS Verification of Non-filing Letter (VNF). Must submit copies of 2021 W-2's.	<input type="checkbox"/> I filed a 2021 IRS Tax Return - used the IRS data retrieval on my FAFSA or - am attaching a copy of my 2021 IRS Tax Return Transcript or a signed copy of my 2021 IRS Tax Return and All Schedules ~~~~~ <input type="checkbox"/> I did not work in 2021 and did not file a 2021 Federal Tax Return. I am attaching my 2021 IRS Verification of Non-filing Letter (VNF), or I attempted but was unable to obtain a VNF OR <input type="checkbox"/> I worked in 2021 but was not required to file a 2021 Federal Tax Return. I am attaching my 2021 IRS Verification of Non-filing Letter (VNF). Must submit copies of 2021 W-2's.

Non-Tax Filers: If you were not required to file a return but worked during 2021, list all employers and the amounts earned below. You must also submit copies of your 2021 W-2's. If you don't have a copy of your 2021 W-2, request a 2021 Wage and Income Transcript from the IRS at www.irs.gov

2021 Income	Employer Name	Wages (Use box 1 on Form W-2. If no W-2 was issued, list all earnings from job.)
<i>Student</i>		\$
<i>Student</i>		\$
<i>Parent 1</i>		\$
<i>Parent 1</i>		\$
<i>Parent 2</i>		\$
<i>Parent 2</i>		\$

6. Certifications and Signatures

Each person signing below certifies that all the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date. **WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both. PLEASE DO NOT SIGN ELECTRONICALLY**

Print Student's Name

Empower ID

Student's Signature (Required)

Date

Parent's Signature (Required)

Date

Tax Information Instructions

Both the student and the parent(s) are required to submit processed 2021 Federal Tax Information. The only acceptable methods to submit tax information are listed below:

IRS Data Retrieval Tool – Directly import your 2021 IRS data into your 2023-2024 FAFSA by logging into fafsa.gov and select “Make Correction”. Make sure to use the Data Retrieval Tool for both the student and the parent. Keep in mind that if your parents are married, but filed taxes separately, the data retrieval tool will not work, and you will need to order tax return transcripts for each parent (see information below) or submit a **signed** copy of their 1040 Federal Income Tax Return for 2021.

Signed Copy of Federal Income Tax Return – Provide a **SIGNED** copy of your and/or your parent's 1040 Federal Income Tax Return for 2021 and applicable schedules

IRS Tax Return Transcript – Submit your 2021 Tax Return Transcript. You can order the transcript online at irs.gov or via automated telephone request by calling 1-800-908-9946. You may also complete IRS Form 4506-T and check mark box 6a. This form is found at irs.gov. Please make sure you request an IRS Tax Return Transcript NOT the IRS Account Transcript.

Verification of Non-Filing Letter – If you or your parent(s) did not file 2021 taxes, and are not required to file taxes, then you must request a Verification of Non-Filing Letter from the IRS by submitting the IRS Form 4506-T, check marking box 7. This form is found at irs.gov. You may also attempt to order the non-filing letter online at irs.gov.

Amended Taxes – If the student or parent filed an amended 2021 IRS tax return, please submit your original **signed** 2021 IRS Tax Return Transcript and a **signed** copy of the 2021 IRS Form 1040X that was filed with the IRS.

For your protection, please do not send personally identifiable or confidential information, including tax records and social security numbers, via email.