



**Dependent Verification Worksheet
2023-2024**

Your FAFSA has been selected for a review process called “Verification.” In this process, NAU will be comparing information from your FAFSA application with copies of you and your parent(s)’ 2021 IRS Tax Return Transcripts, W-2 forms and/or other financial documents. The law requires completion of Verification before awarding and/or disbursing federal aid. If there are differences between your FAFSA application and your verification documentation, electronic corrections to your FAFSA may be required.

*Please **TYPE** Responses & Sign with Pen*

A. STUDENT INFORMATION

_____ Last Name	_____ First Name	_____ M.I.	_____ Student ID #
_____ Address (includes apt. no.)		_____ Date of Birth	
_____ City	_____ State	_____ Zip Code	_____ Phone Number

B. FAMILY/HOUSEHOLD INFORMATION

List your parents(s)/stepparent and the people your parent(s)/stepparent will provide more than half of their support for between **July 1, 2023 - June 30, 2024**, in the tables below. If your parents do not provide more than half of their support, do **NOT** include them.

1. Parent(s):

- If your parents are not married, or are not living together, list the parent who provides most of your care.
- If your parents are divorced, list your primary parent.
- If your primary parent is remarried, list your primary parent and your stepparent.

Full Name	Age	Relationship to Student (Select One)
		Parent 1: <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Stepparent
		Parent 2: <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Stepparent

2. Student: List yourself in the table below

3. Sibling(s): List your parents’ 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.

4. Other Member(s): List other people in your household only 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**.

5. Number in College: List the name of the college for any household member (excluding your parents) who will be enrolled at least half-time in a degree, diploma, or certificate program at an eligible postsecondary educational institution between **July 1, 2023 and June 30, 2024** .

Full Name	Age	Relationship	College	Enrolled At Least ½ Time?
		SELF	NAU	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

If you need more space, attach a separate page with the student’s name and ID number at the top.

C. STUDENT TAX INFORMATION

1. Check only **ONE** box below and submit the required documentation:

- A. I used the [IRS Data Retrieval Tool](#) to transfer my 2021 tax information on to my FAFSA.
- B. I am unable or choose not to use the IRS Data Retrieval Tool and instead I am attaching a [2021 IRS Tax Return Transcript](#) or a **SIGNED** 2021 U.S. Income Tax Return **with all applicable schedules**.
- C. I was not employed. I will not file and am not required to file a 2021 U.S. Income Tax Return.
- D. I was employed during 2021 but will not file a 2021 U.S. Income Tax Return.
 - I am attaching my 2021 W-2 from each employer or 1099-MISC
 - List the names of all employers and the amount earned from each employer in the chart below:

Complete chart only if box D above is checked

Sources/Employer Name	2021 Income Amount
	\$
	\$
	\$

D. PARENT(S)/STEPPARENT TAX INFORMATION

1. Check only **ONE** box below and submit the required documentation:

- A. I used the [IRS Data Retrieval Tool](#) to transfer my 2021 tax information on to my child’s FAFSA.
- B. I am unable or choose not to use the IRS Data Retrieval Tool and instead I am attaching a [2021 IRS Tax Return Transcript](#) or a **SIGNED** 2021 U.S. Income Tax Return **with all applicable schedules**.
- C. I was not employed. I will not file and am not required to file a 2021 U.S. Income Tax Return.
 - I am attaching a [2021 Verification of Non-Filing Letter](#) from the IRS
- D. I was employed during 2021 but will not file a 2021 U.S. Income Tax Return.
 - I am attaching a [2021 Verification of Non-Filing Letter](#) from the IRS
 - I am attaching my 2021 W-2 from each employer or 1099-MISC
 - List the names of all employers and the amount earned from each employer below

Complete chart only if box D above is checked

Sources/Employer Name	2021 Income Amount
	\$
	\$
	\$

E. SIGN – MANUALLY SIGN USING A PEN

Each person signing this form certifies that all the information reported on it is complete and accurate.

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

Student Signature

Date

Parent Signature

Date

*Please sign with a pen.
Forms with digital/electronic/typed signatures
cannot be accepted.*



IRS Data Retrieval Tool

The best way to verify income is by using the [IRS Data Retrieval Tool](#) (IRS DRT) while completing the [FAFSA](#). Using this tool is the easiest and most accurate way to complete the application. This tool automatically imports the tax information from the correct year's tax return directly into the FAFSA, which saves time and ensures accuracy! To use the IRS Data Retrieval Tool, you and your spouse/parent's identifying information entered must match exactly what is reported on their tax return. In most cases, no further documentation is needed to verify 2021 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

IRS Tax Return Transcript

If you are unable to use the IRS DRT, you can obtain a 2021 IRS Tax Return Transcript using one of the following options:

- **Get Transcript by Mail** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript."
- **Get Transcript Online** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript."
- **Automated Telephone Request** – 1-800-908-9946.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T.

Transcripts are generally received within 10 business days from the IRS's receipt of your request except for the "Get Transcript Online" option which displays the transcript upon successful completion of the IRS's two-step authentication.