

2022-2023 Standard Verification Worksheet Independent Student

Your 2022-2023 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 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. Independent 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. Independent Student's Family Information

List below the people in your household. Include:

- Yourself
- Your spouse, if married.
- Your children if you will provide more than half of their support from July 1, 2022 through June 30, 2023 or if your child would be required to provide your information if they were completing a FAFSA for 2022-2023. Include children who meet either of these standards, even if they do not live with you.
- Other people if they live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2023.

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, 2022, and June 30, 2023.

| Name | Age | Relationship to Student | College to be attended: 2022-2023 (if applicable) | Will be enrolled at least half-time? Y/N |
|------|-----|-------------------------|---|--|
| | | <i>Self</i> | <i>Rollins</i> | <i>Yes</i> |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Student's Name: _____ R-Number: _____

C. STUDENT - Income Information

You, the student, must indicate your 2020 tax filing status. Please choose the option that describes your filing status below.

If you filed a 2020 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 2020 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 2020 Federal Tax Return.

IF YOU DO NOT FILE A 2020 TAX RETURN AND ARE NOT REQUIRED TO FILE: You 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 4506-T 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 2020 tax status

- Check here if you have used the IRS Data Retrieval Tool.
- Check here if you have included a copy of their **SIGNED 2020 Federal Tax Return**. Include all schedules (1, 2, 3 etc.) associated with the return.
NOTE: If you filed or will file a 2020 IRS 1040-X Amended Tax Return, you must contact the Rollins Financial Aid Office.
- Check here if you have included your "Verification of Non-Filing Letter" and were not employed, and had no income earned from work in 2020.
- Check here if you have included your "Verification of Non-Filing Letter" and were employed. List below the names of all employers, the amount earned from each employer in 2020, and attach copies of all 2020 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 your 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 | 2020 Amount Earned | IRS W-2 Attached? |
|-----------------|--------------------|-------------------|
| | | |
| | | |
| | | |
| | | |

Student's Name: _____ R-Number: _____

D. Certification and Signatures

The student must sign this worksheet and, by doing so, certifies that all of the information reported on it is complete and correct.

Please note: per federal regulations, typed signatures are not acceptable. Acceptable signatures include a wet signature made with a pen or an electronic signature made with a stylus or finger.

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