# 2023–2024 Verification Worksheet Independent Student (V1)

Your 2023–2024 Free Application for Federal Student Aid (FAFSA) was selected for a process called verification. To verify the accuracy of information provided on the FAFSA, the EMU financial assistance office will compare your FAFSA record with information on this worksheet and other required documents. If there are differences, your FAFSA information may need corrected. Please complete and sign this worksheet, attach any required documents, and submit the form and documents to the EMU financial assistance office. Additional information/forms may be requested. If you have questions about verification, please contact us promptly at 540-432-4137 or email finaid@emu.edu in order to avoid delays to your financial aid.

A. Independent St	udent's Information		
Student's Last Name	Student's First Name	Student's M.I.	EMU ID
Phone number			

### **B.** Independent Student's Family Information

List below the people in your household. Include:

- Yourself
- Your spouse, if you are married
- Your children, if you will provide more than half of their support from July 1, 2023 through June 30, 2024, or if the child would be required to provide your information if they were completing a 2023-24 FAFSA. Include children who meet either of these standards, even if they do not live with you.
- Other people if they now 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, 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. *If more space is needed, attach a separate page with your name and EMU ID at the top.* 

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
Carlos Schmidt (example)	28	Husband	Central University	Yes
		Self	EMU	

## C. Independent Student's Income Information to Be Verified

		on.
Check the box that applies:		
I, the student, <u>have used</u> the IRS Data Retrieval Tool to information into my FAFSA, either on the initial FAFS the IRS information that was transferred in the verifical	SA or when making a correction to the I	
I, the student, <u>have not yet used</u> the IRS Data Retrieval spouse's) 2021 IRS income information. <i>See instruction</i>		
I, the student, am unable or choose not to use the IRS I  Tax Return Transcript(s) or a signed copy of the 20		
Check here if a signed 2021Tax Return(s) is attac	ched to this worksheet.	
Check here if a signed 2021Tax Return will be su the IRS tax return transcript(s) has been submitted		on cannot be completed unti
2. TAX RETURN NONFILERS—Complete not file and are not required to file a 2021 income tax return		married, your spouse), will
Check the box that applies:		
must obtain proof of non-filing from the IRS. Follow for 2021 from the IRS.	•	
The student (and/or the student's spouse if married) was employers, the amount earned from each employer in 2 2021 W-2 forms issued to you (and, if married, to your not issue an IRS W-2 form. If more space is needed, at obtain proof of non-filing from the IRS. Follow the 2021 from the IRS.	2021, and whether an IRS W-2 form is a spouse) by employers. <i>List every emplatech a separate page with your name an</i>	attached. Attach copies of a oyer even if the employer dad SSN at the top. <b>You mus</b>
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#### Instructions for IRS Data Retrieval, IRS Non-Filing Letter

#### IRS Data Retrieval (through FAFSA)

- 1. Go to FAFSA.gov, log in to the student's 2023-24 FAFSA record.
- 2. Select "Make FAFSA Corrections."
- 3. Navigate to the Financial Information section of the form.
- 4. Follow the instructions to determine if the student and/or spouse is eligible to use the IRS Data Retrieval Tool to transfer 2021 IRS income tax information into the student's FAFSA record.
- 5. Scroll through the remainder of the record to the end of the application, sign and submit.

#### **Ordering IRS Non-Filing Letter**

Student and or student's spouse who did not file a 2021 tax return are required to obtain a letter from the IRS to verify a federal income tax return was not filed.

- 1. Complete the enclosed 4506-T form
- 2. Provide information for items 1-4
- 3. Sign and date; be sure to include the telephone number of the non-filer
- 4. Mail the completed 4506-T to EMU financial assistance office. The financial assistance office will forward the request form to the IRS.

NOTE: If the student/spouse has filed federal income tax returns in the past but not for 2021, a Non-Filing letter can also be obtained by calling the IRS at **1.800.908.9946** 

Ouestions: Call 540.432.4137

Return to: EMU Financial Assistance Office

1200 Park Road Fax Number: 540.432.4081 Harrisonburg VA 22802 e-mail: finaid@emu.edu