

2023-2024 Verification Worksheet (Dependent Student - V1)

Verification guidelines require RHSHS to confirm the information reported on your FAFSA by comparing your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected and your eligibility for aid may change. You must complete and sign this worksheet, then submit the form and other required documents to RHSHS. Please call the Financial Aid Office at 484-628-0106 if you have any questions.

A. Student's Information

Last Name	First Name	M.I.	School ID #
Street Address (include apt. no.)	<i>No P.O. Box Numbers</i>		Date of Birth
City	State	Zip Code	Email Address
Home Phone Number (include area code)			Alternate or Cell Phone number

B. Number of Household Members and Number in College

List below the people in the parent's household. Include:

- The student (**list yourself first on line 1**)
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the 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 the parents and the 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.
- If applicable, complete the Name of College section and answer **Yes** in the last box for any household member, **excluding parents**, who is, or 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.

If more space is needed, provide a separate page with your name and Student ID number at the top.

	Household Members (Full Name)	Age	Relationship to Student	Name of College	Will be Enrolled at Least Half-Time? (Yes or No)
1			Self	RHSHS	
2					
3					
4					
5					

C. Verification of 2021 Income Information for Student Tax Filers

Instructions: Complete this section if the student **filed or will file** a 2021 IRS Federal Income Tax return. The best way to verify income is by using the IRS DRT (Data Retrieval Tool) that is part of FAFSA on the Web at studentaid.gov. 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.

Check the box that applies:

- The student **has used** the IRS DRT in **FAFSA on the Web** to transfer 2021 IRS income tax return information into the student’s FAFSA.
- The student **has not yet used** the IRS DRT in **FAFSA on the Web**, but will use the tool to transfer 2021 IRS income tax return information into the student’s FAFSA.
- The student **is unable or chooses not to use** the IRS DRT in **FAFSA on the Web**, and instead will provide the school with a **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 Federal Income Tax return with Schedule 1, 2, 3 (if applicable) and all copies of 2021 W-2 forms issued.**

D. Verification of 2021 Income Information for Student Nontax Filers

Instructions: Complete this section if the student **will not file and is not required to file** a 2021 Federal Income Tax return with the IRS.

Check the box that applies:

- The student was not employed and had no income earned from work in 2021.
- The student was employed in 2021 and has listed below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form or an equivalent document is provided. **Provide copies of ALL 2021 IRS W-2 forms issued to the student by their employers.** List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with your name and Student ID number at the top.

Employer’s Name		IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2021
Example	ABC’s Auto Body Shop	Yes	\$4,500
Student			
Student			
Student			
Total Amount of Income Earned from Work			\$

E. Verification of 2021 Income Information for Parent Tax Filers

Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2021 or had a change in marital status after December 31, 2021.

Instructions: Complete this section if the parents **filed or will file** a 2021 IRS Federal Income Tax return(s). The best way to verify income is by using the IRS DRT (Data Retrieval Tool) that is part of FAFSA on the Web at studentaid.gov. 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.

Check the box that applies:

- The parents **have used** the IRS DRT in **FAFSA on the Web** to transfer 2021 IRS income tax return information into the student's FAFSA.
- The parents **have not yet used** the IRS DRT in **FAFSA on the Web**, but will use the tool to transfer 2021 IRS income tax return information into the student's FAFSA.
- The parents **are unable or choose not to use** the IRS DRT in **FAFSA on the Web**, and instead will provide the school with a **2021 IRS Tax Return Transcript(s)** or **signed copy of the 2021 Federal Income Tax return with Schedule 1, 2, 3 (if applicable) and all copies of 2021 W-2 forms issued.**

NOTE: If the parents filed separate 2021 IRS income tax return(s), the IRS DRT cannot be used. The 2021 IRS Tax Return Transcript or a signed copy of the 2021 Federal Income Tax return must be provided for each parent.

F. Verification of 2021 Income Information for Parent Nontax Filers

Instructions: The certifications below apply to each parent included in the household. Complete this section if the parents **will not file and are not required to file** a 2021 Federal Income Tax return with the IRS.

Check the box that applies:

- Neither parent was employed, and neither had income earned from work in 2021.
- One or both parents were employed in 2021 and have listed below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form or an equivalent document is provided. **Provide copies of ALL 2021 IRS W-2 forms issued to the parents by their employers.** List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with your name and Student ID number at the top.

Employer's Name		IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2021
Example	<i>ABC's Auto Body Shop</i>	Yes	\$2,000
Parent 1			
Parent 1			
Parent 2			
Parent 2			

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2022 that indicates a 2021 IRS income tax return was not filed with the IRS or other relevant tax authority, or a signed statement certifying that the individual attempted to obtain confirmation of the nonfiling from the IRS or other relevant tax authority and was unable to obtain the required documentation.

_____ Check here if confirmation of nonfiling is being provided now.
_____ Check here if confirmation of nonfiling will be provided later.

G. Certification and Signatures

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

Print Student's name

School ID#

Student's Signature (Required)

Date

Parent's Signature (Required)

Date