

# 2023–2024 Aggregate Verification Worksheet

## Dependent Student

Your 2023–2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare 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. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

### A. Dependent Student's Information (Please print clearly)

Student's Last Name	Student's First Name	Student's M.I.	Student's Social Security Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Phone Number (include area code)			Student's RSC ID number

### B. Dependent Student's Family Information

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

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

Include the name of the college for any household member, excluding your parent(s), 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 the student's name and Social Security Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

**C. Dependent Student's Income Information to Be Verified**

1. **TAX RETURN FILERS—Important Note:** If the student filed an amended 2021 IRS tax return, the student must contact the financial aid administrator before completing this section.

**Instructions:** Complete this section if the student filed a 2021 income tax return with the IRS.

**If you filed taxes, check ONE box that applies:**

- ☐ The student has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2021 IRS income information into the student's FAFSA on the initial FAFSA or when making a correction to FAFSA.
- ☐ Student's 2021 signed federal tax return (1040) and all filed schedules OR an IRS tax transcript is attached to this worksheet.

2. **TAX RETURN NONFILERS**—Complete this section if the student, will not file and is not required to file a 2021 income tax return with the IRS.

**If you did not file taxes, check ONE 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 the student's employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is attached. Attach copies of all 2021 IRS W-2 forms issued to the student by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Employer's Name	2021 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

**D. Parent's Income Information to Be Verified** - Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

**1. TAX RETURN FILERS—Important Note:** If the student's parent(s) filed an amended 2021 IRS tax return the student's financial aid administrator must be contacted before completing this section.

**Instructions:** Complete this section if the student's parent(s) filed or will file a 2021 income tax return with the IRS.

**If you filed taxes, check ONE box that applies:**

- ☐ The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2021 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.
- ☐ The student's parent has attached a 2021 IRS Tax Transcript OR signed 2021 federal tax return (1040) and all filed schedules to this worksheet.
- 2. TAX RETURN NONFILERS**—complete this section if the student's parent(s) will not file and is not required to file a 2021 income tax return with the IRS.

**If you did not file taxes, check ONE box that applies:**

- ☐ The parent(s) was not employed and had no income earned from work in 2021.
- ☐ The parent(s) was employed in 2021 and has listed below the names of all the parent's employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is attached. Attach copies of all 2021 IRS W-2 forms issued to the parent(s) by employer(s). *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Employer's Name	2021 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

**E. Identity and Statement of Educational Purpose (To Be Signed at the Institution)**

The student ***must appear in person*** at Russell Sage College (Albany or Troy campus) to verify his or her identity by presenting a valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

In addition, ***the student must sign, in the presence of the institutional official***, the Statement of Educational Purpose provided below.

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this  
 (Print Student's Name)  
 Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Russell Sage College for 2023-2024.

STUDENT SIGNATURE	DATE	STUDENT ID NUMBER
SIGNATURE of AUTHORIZED SAGE OFFICIAL	DATE	

**RSC Employee check which document is copied for review**  
 \_\_\_\_\_ Driver's License \_\_\_\_\_ Non-Driving State ID \_\_\_\_\_ Military ID \_\_\_\_\_ Passport

Note: If other, contact Financial Aid Office to verify its acceptability

**Certification and Signatures – Must be completed by Student AND Parent**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.  
 The student and one parent must sign and date.

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

Student's Signature	Date
Parent's Signature	Date

***Return completed form to and supporting documentation: Russell Sage College, Attn: Financial Aid Office, 65 First Street, Troy, NY 12180***

**STOP! Complete this page ONLY if student did not complete Section E of the verification worksheet.**

***Identity and Statement of Educational Purpose  
(To Be Signed With Notary)***

If the student is unable to appear in person at Russell Sage College to verify his or her identity, the student must provide to the institution:

**(a)** A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; (please have notary sign the copy of the government issued Identification) **AND**

**(b)** The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this  
(Print Student's Name)

Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Russell Sage College for 2023-2024.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT ID NUMBER

**Notary's Certificate of Acknowledgement**

State of \_\_\_\_\_

City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_,  
(Date) (Notary's name)

personally appeared, \_\_\_\_\_, and provided to me  
(Printed name of signer)

because of satisfactory evidence of identification \_\_\_\_\_  
(Type of unexpired government-issued photo ID provided)

to be the above-named person who signed the foregoing instrument.

**WITNESS my hand and official seal**  
(seal)

\_\_\_\_\_  
(Notary signature)

My commission expires on (Date) \_\_\_\_\_

***Return completed form to and supporting documentation: Russell Sage College, Attn: Financial Aid Office, 65 First Street, Troy, NY 12180***