

## **2023-24 VERIFICATION WORKSHEET**

### **Independent**

### **STEP 1: STUDENT INFORMATION**

Print Student's Name: \_\_\_\_\_

Student ID \_\_\_\_\_

### **STEP 2: FAMILY SIZE & # IN COLLEGE:**

In the chart below write in the name, age, and relationship of all the people in the household, be sure to include:

- **Yourself;**
- **Your spouse**, if you are married;
- **You or your spouse's children**, if you or your spouse will provide more than half of the children's support from July 1, 2023 through June 30, 2024, even if a child does not live with you
- **Other people if they now live with you**, and you or your spouse 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.

Be sure to indicate if each household member listed below will be attending a college at least half time between July 1, 2023 and June 30, 2024 enrolled in a degree, diploma, or certificate program.

Full Name	Age	Relationship	Name of College or Check 'None' if not enrolled
Example: Steve Sage	18	self	<input type="checkbox"/> None <input checked="" type="checkbox"/> College Name: <i>Russell Sage College</i>
			<input type="checkbox"/> None <input type="checkbox"/> College Name:
			<input type="checkbox"/> None <input type="checkbox"/> College Name:
			<input type="checkbox"/> None <input type="checkbox"/> College Name:
			<input type="checkbox"/> None <input type="checkbox"/> College Name:
			<input type="checkbox"/> None <input type="checkbox"/> College Name:
			<input type="checkbox"/> None <input type="checkbox"/> College Name:
			<input type="checkbox"/> None <input type="checkbox"/> College Name:
			<input type="checkbox"/> None <input type="checkbox"/> College Name:

### STEP 3: STUDENT INCOME INFORMATION

Please check the box that applies to you (the student) and your spouse (if married). Provide all applicable documentation as noted in *italics*. **CHECK ONLY ONE BOX.**

- ☐ I, the student, and my spouse (if married) did not earn any wages in 2021 and I/we did not file 2021 Tax Return. **STOP. Sign below. Proceed to Step 4. \*\*You (& your spouse) must submit a 2021 IRS Verification of Non-filing letter\*\*\***

-OR-

- ☐ I, the student, and my spouse (if married), **did not file and was not required to file a 2021 IRS Tax Return.** Complete the list below for each employer for you, and your spouse (if married) during 2021, along with any other sources of income. **You are required to provide copies of IRS W-2 forms for each employer listed, along with a 2021 IRS Verification of Non-Filing letter.**

2021 Income Information: January 1, 2021 – December 31, 2021		
Source of Employment Income	Check if you received a W-2	Wages
	<input type="checkbox"/>	\$
	<input type="checkbox"/>	\$
	<input type="checkbox"/>	\$
<b>TOTAL</b>		\$

Sign below. Proceed to Step 4.

-OR-

- ☐ I, the student, and my spouse (if married), filed 2021 taxes, and have **used the IRS Data Retrieval Tool in FAFSA** on the Web to transfer 2021 IRS income tax return information into the FAFSA. **STOP. Sign below. Proceed to Step 4.**

-OR-

- ☐ I, the student, and my spouse (if married), are **unable or choose not to use the IRS Data Retrieval Tool** in FAFSA on the Web, and instead will provide the school a **SIGNED 2021 IRS Tax Return 1040 and all applicable schedules or a 2021 IRS Tax Transcript**. **STOP. Sign below. Proceed to Step 4.**

### STEP 4: Student Certification

I, the student, certify that the information provided on this form is true and correct to the best of our knowledge. I understand that if information differs from the FAFSA, it may result in a change in eligibility for federal funds.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Please note: This form must have a "wet" signature, we cannot accept electronic signatures. The safest method to submit the form is via mail, as email may not be secure.