

# 2021-2022 Verification Worksheet

Form Due Date: June 1, 2021

St. Mary's University  
Office of Financial Assistance  
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San Antonio, TX 78228  
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Your 2021-2022 Free Application for Federal Aid (FAFSA) was selected for review in a process called verification by the U.S. Dept. of Education. This is to ensure that your FAFSA was completed correctly. In order to satisfy the verification requirements you must submit the required documentation outlined in Section C of this worksheet. A delay in the Verification process will delay awarding and disbursement of Financial Aid.

## A. Student Information

_____ Last Name	_____ First Name	_____ M.I.	_____ Student ID #
_____ Address (include apt. no)			
_____ City	_____ State	_____ Zip Code	_____ Phone Number (include Area Code)

## B. Family Information—Who do I include in my household?

If you are a **DEPENDENT** student, include:

- Yourself
- Your parent(s) (including stepparent) even if you don't live with your parents. **Do not include noncustodial parent.**
- Your parent(s) other children, if your parent(s) will provide more than half of their support from July 1, 2021 through June 30, 2022, or the children would be required to provide parental information when completing a FAFSA for 2021-2022.
- 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, 2022.
- 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, 2021 and June 30, 2022.

If you are an **INDEPENDENT** student (over the age of 24), include:

- Yourself
- Your spouse (if you are married)
- Your and/or your spouse's children, if you will provide more than half of their support from July 1, 2021 through June 30, 2022.
- 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, 2022.
- 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, 2021 and June 30, 2022.

Full Name	Age	Relationship	College
		<i>Include Yourself</i>	<b>St. Mary's University</b>

Office Use Only

RRAAREQ: VERIFY  
BDM: Verification

Date Received    Received By    Tracked    RHACOMM    Imaged

**C. Income Information****Student's Income Information (check one only)**

1. \_\_\_\_\_ I used the IRS Data Retrieval Tool (DRT) when I completed my FAFSA
2. \_\_\_\_\_ I am attaching my 2019 \*\*Tax Return Transcript OR my **signed** 2019 Tax Return with Schedule 1, Schedule 2, and Schedule 3 (if applicable)
3. \_\_\_\_\_ I **did not earn** income from work in 2019 and I did not and was not required to file taxes. Independent students must submit a \*\*Verification of Non-filing Letter
4. \_\_\_\_\_ I **did earn** income from work in 2019 but I did not and was not required to file. I am attaching all copies of my 2019 W2s. Independent students must also submit a \*\*Verification of Non-Filing Letter (fill out Step D)

**Parent or Spouse Income Information (check one only)**

1. \_\_\_\_\_ I used the IRS Data Retrieval Tool (DRT) when I completed my FAFSA
2. \_\_\_\_\_ I am attaching my 2019 \*\*Tax Return Transcript OR my **signed** 2019 Tax Return with Schedule 1, Schedule 2, and Schedule 3 (if applicable)
3. \_\_\_\_\_ I **did not earn** income from work in 2019 and I did not and was not required to file. I am attaching my \*\*Verification of Non-filing Letter
4. \_\_\_\_\_ I **did earn** income from work in 2019 but I did not and was not required to file. I am attaching all copies of my 2019 W2s and my \*\*Verification of Non-Filing Letter (fill out Step D)

**\*\*** Independent Students and the Parents of Dependent students who did not file in 2019, must submit a Verification of Non-Filing. Use these steps to request a Verification of Non-Filing or Tax Return Transcript

- ⇒ Go to <https://www.irs.gov>—select Get Your Tax Record
- ⇒ Mail or Fax Form 4506-T to the IRS
- ⇒ Call the IRS at (800) 908-9946

**D. Earned Wages Income from 2019** (complete if you selected option 4 in Step C)

Employer's Name in 2019	Student Earnings	Parent /Spouse Earnings

**E. Certification and Signature** (*Digital Signature Not Accepted*)

I certify that all of the information reported on this worksheet is complete and correct. The student and, if dependent, at least one parent must sign and date. *Warning: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.*

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

Student's ID Number \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Parent's Name \_\_\_\_\_

Parent's Signature (*required, if student is dependent*) \_\_\_\_\_

Date \_\_\_\_\_

Our office may update your FAFSA information if discrepancies are found with information submitted on this worksheet and your FAFSA entry or we may request more information if needed. If you have questions about verification, please contact our office as soon as possible to avoid a delay with your financial aid package. **You may submit your form and documents by fax, mail to the address on the first page of this worksheet, or through the Document Uploader in Gateway.**