

Your application was selected by the U.S. Dept. of Education for review in a process called Verification. In this process, we are required by federal law (34 CFR, Part 668) to compare the information from your application with the information provided on this form and with your 2021 tax information (and your spouse's if you are married, or parent (s) if you are considered dependent for federal aid purposes). **We cannot process your financial aid until verification has been completed, so please provide the required documents as soon as possible.**

**Within two weeks you should complete this process:**

1. Complete the sections and obtain appropriate signatures.
2. We will compare the information on these documents and make corrections if necessary.
3. Send the completed worksheet and tax transcripts (unless you used IRS Data Retrieval on the FAFSA) to the financial aid office.
4. Contact us if you have questions about this form.

## STUDENT INFORMATION

Name \_\_\_\_\_  
(last) (first) (mi)

Phone # (\_\_\_\_\_) \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

## FAMILY INFORMATION

### Independent Students:

1. List yourself and your spouse if you are legally married.
2. List your children, if you will provide more than half of their support from July 1, 2023 through June 30, 2024.
3. List any other people if they now live with you, and you provide more than half of their support and will continue to do so from July 1, 2023 through June 30, 2024.

### Dependent Students:

1. List yourself and your parent(s) (including stepparent) even if you don't live with your parent(s).  
*For clarification of which individuals to include as your parent(s), please refer to the FAFSA guidelines found at <https://studentaid.gov/apply-for-aid/fafsa/filling-out/parent-info>*
2. List your parent(s)' other children, even if they do not live with your parent(s) if your parent(s) provide more than 50% of their support from July 1, 2023 through June 30, 2024 or they would have to provide parental information when applying for aid.
3. List other people now living in your parent(s)' household who your parent(s) provide more than 50% of their support and who your parent(s) will continue to provide more than 50% support between July 2, 2022 through June 30, 2023

**Write the names of all household members, including yourself, as defined.** For any household member who will be attending college, enrolled in a degree, diploma, or certificate program for at least ½ time between July 1, 2022 and June 30, 2023, please include the name of the college. (If you need more space, attach a separate page)

Full Name	Age	Relationship	College (attending July 1, 2023—June 30, 2024)
<i>Example: Martha Jones</i>	<i>22</i>	<i>Sister</i>	<i>Anywhere Tech</i>
		Self	KCAI

## TAX FORMS AND INCOME INFORMATION

Check One:	If Student:	Submit Requested Information and Documents:
	No Income in 2021 and did not file a 2021 Tax Return	By selecting this option, you are verifying that the student had zero wages/income in 2021
	Earned wages/income in 2021 but did not file a 2021 Tax Return	1. Submit copies of Student's 2021 W-2s or a Wage and Income Transcript form the IRS ( <a href="https://www.irs.gov">IRS.gov</a> ) 2. If no W-2s were provided, List source and amount earned from student's work: _____ \$ _____ _____ \$ _____ _____ \$ _____ 3. Submit IRS Non-Tax Filer or Statement of Non-Tax Filing for the student
	Filed a 2021 Foreign Tax Return or had a foreign income in 2021	1. Submit an English Translation of the foreign tax forms. If student filed a Puerto Rican tax return, provide signed copy of student's 2021 Individual Income tax return (does not need to be translated)
	Filed a 2021 Amended Tax Return and Did not use the IRS Data Retrieval Tool on the FAFSA	1. Submit a signed copy of the student's 2021 amended Federal Tax Return (IRS Form 1040-X) 2. Submit Student's 2021 IRS Tax Return Transcript or signed copy of student's 2021 IRS Form 1040 including all filed schedules
	Filed a 2021 Amended Tax Return and used the IRS Data Retrieval Tool on the FAFSA	1. Submit a signed copy of the Student's 2021 amended Federal Tax Return (IRS Form 1040-X)
	Filed a 2021 Tax Return and Did not use the IRS Data Retrieval Tool on the FAFSA	1. Submit Student's 2021 IRS Tax Return Transcript or signed copy of the student's IRS Form 1040 including all filed schedules
	Filed a 2021 Tax Return and Used the IRS Data Retrieval Tool on the FAFSA	1. No additional income documents are needed at this time

Check One:	If Parent (s):	Submit Requested Information and Documents:
	No Income in 2021 and did not file a 2021 Tax Return	By selecting this option, you are verifying that the parent had zero wages/income in 2021
	Earned wages/income in 2021 but did not file a 2021 Tax Return	1. Submit copies of Parent (s') 2021 W-2s or a Wage and Income Transcript form the IRS ( <a href="https://www.irs.gov">IRS.gov</a> ) 2. If no W-2's were provided, List Source and Amount earned from Parent (s) work: _____ \$ _____ _____ \$ _____ _____ \$ _____ 3. Submit IRS Non-Tax Filer or Statement of Non-Tax Filing for the Parent
	Filed a 2021 Foreign Tax Return or had a foreign income in 2021	1. Submit an English Translation of the foreign tax forms. If Parent filed a Puerto Rican tax return, provide signed copy of Parent (s)' 2021 Individual Income tax return (does not need to be translated)
	Filed a 2021 Amended Tax Return and Did not use the IRS Data Retrieval Tool on the FAFSA	1. Submit a signed copy of the Parent (s') 2021 amended Federal Tax Return (IRS Form 1040-X) 2. Submit Parent (s') 2021 IRS Tax Return Transcript or Signed copy of Parent (s') 2021 IRS Form 1040 including all filed schedules
	Filed a 2021 Amended Tax Return and used the IRS Data Retrieval Tool on the FAFSA	1. Submit a signed copy of the Parent (s') 2021 amended Federal Tax Return (IRS Form 1040-X)
	Filed a 2021 Tax Return and Did not use the IRS Data Retrieval Tool on the FAFSA	1. Submit Parent (s') 2021 IRS Tax Return Transcript or signed copy of the Parent (s') IRS Form 1040 including all filed schedules
	Filed a 2021 Tax Return and Used the IRS Data Retrieval Tool on the FAFSA	1. No additional income documents are needed at this time

### SIGN THIS WORKSHEET

By signing this worksheet, I (we) certify that all the information reported on this worksheet is complete and correct. If dependent, at least one parent must sign. **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 (dependent only)

\_\_\_\_\_  
Date