



2023-24 Dependent Student Verification Worksheet

Your FAFSA application was flagged by the U.S. Department of Education for a review process known as "Verification". As part of this process, we are required to verify the information you provided on the Free Application for Federal Student Aid (FAFSA) before disbursing financial assistance. Corrections to your FAFSA may be made by us once verification items are submitted and reviewed by our staff.

Level #1

You are asked to provide the requested information within **three weeks** of our request (but no later than one month prior to your planned enrollment) to allow us time to provide you with complete and accurate information about your eligibility for financial assistance. Failure to provide this information will prevent us from disbursing financial assistance to you and may result in you not being allowed to enroll if you have not secured the funding necessary to cover your out-of-pocket costs. The sooner you provide us with this information, the longer we have to plan appropriately for your attendance at Monmouth College.

A. Student Contact Information:

Last Name: _____ First Name: _____ M.I.: _____ SS#: _____ - _____ - _____

Permanent Street Address: _____ Apt# _____ Birth date: _____

City: _____ State: _____ Zip: _____ Home Phone: _____

Preferred Email: _____ Cell Phone: _____

I live with my: (check all that apply)

Father Mother Step-parent Guardian(s) Other: _____

B. Parent's Contact Information:

<input type="checkbox"/> Parent #1 Information	<input type="checkbox"/> Step-Parent's Information	<input type="checkbox"/> Parent #2 Information	<input type="checkbox"/> Step-Parent's Information
Full Legal Name:		Full Legal Name:	
Street Address:		Street Address:	
City, State, Zip:		City, State, Zip:	
Cell Ph#:	Home Phone:	Cell Ph#:	Home Phone:
Employer:		Employer:	
Position/Title:		Position/Title:	
Work Ph#:		Work Ph#:	
Preferred Email:		Preferred Email:	

C. Household Information: List below the people in the parent(s) household. Include:

- Yourself (the student), even if you don't live with your parents.
- Your parent(s). In cases of divorce, use the parent you lived with more in the past 12 months, including their spouse/your step-parent if applicable.
- 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 support and will continue to support through June 30, 2024.

Number in college: Include in the space below information about any household member 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, and include the name of the college.

Full Legal Name	Relationship to you (Parent/sibling)	Age	If Enrolled at least half time from July 2023 – June 2024 list name of College below	Year in college during 2023-2024 (Fr/So/Jr/Sr)
1.	Yourself		Monmouth College	
2.				
3.				
4.				
5.				
6.				
7.				
8.				

If you have more than 8 members in your household, please attach an additional page outlining additional members of the household.

D. Student Tax Transcripts and Income Information:

If the student *has* filed an IRS 2021 Federal Tax Return, proceed to Box 1.

If the student *has not* filed an IRS 2021 Federal Tax Return, proceed to Box 2.

Box 1 for Student Tax Filers

Important Note: The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) which is part of the FAFSA on the Web at [FAFSA.gov](https://fafsa.gov). This allows you to transfer your tax information from the IRS directly to your FAFSA electronically.

- The student *has already used* the IRS DRT in the FAFSA on the Web to transfer 2021 IRS income tax return information into the student's FAFSA on _____.
- The student *has not yet used* the IRS DRT in the FAFSA on the Web, but will use the tool to transfer 2021 IRS income tax return information into the student's FAFSA by _____ (date).
- The student is unable or chooses not to use the IRS DRT in the FAFSA on the Web, and instead will provide the school with a **2021 IRS Tax Return Transcript from the Internal Revenue Service (IRS) online at www.irs.gov or by phoning the IRS (1-800-908-9946).**
- The student has provided a **signed** copy of their 2021 Federal Income Tax Return that was filed with the IRS, including all W-2's, Schedules and Forms.

Box 2 for Student Non-Tax Filers

- The student was not employed, had no income earned from work in 2021, and has indicated this on the FAFSA.
- The student was employed in 2021 and has listed below the names of all employers and the amount earned from each employer in 2021. **Provide copies of all 2021 IRS W-2 forms issued to the student by his/her employers.**
If a W-2 is not available, or the student did not save a copy of your IRS Form W-2, the student should request a replacement W-2 from the employer who issued the original. A W-2 transcript from the IRS is also acceptable. If the student is unable to obtain one in a timely manner, he/she may provide a signed statement that includes the amount of income earned from work, the source of that income, and the reason why the W-2 is not available in a timely manner.

List every employer even if the employer did not issue an IRS W-2 form.

Employer Name	Was a W-2 provided?	Amount

This is a requirement of the Federal Department of Education.

