



## 2023-2024 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  
#5

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 Ph#: _____	Cell Ph#: _____      Home Ph#: _____
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.	<b>Yourself</b>		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](https://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.**



Wait to complete this lower section of the form when you are physically on our campus and signing in our presence.

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Student's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Identity and Statement of Educational Purpose**

**(To Be Signed at Monmouth College)**

The student must appear in person at Monmouth College 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 which is annotated with the date it was received and the name of the official at the institution authorized to collect the student's ID.

In addition, the student must sign, in the presence of the institutional official, the following:

**Statement of Education Purpose**

I certify that I, \_\_\_\_\_, am the individual signing this Statement of Education Purpose and the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Monmouth College for 2023-2024.

_____	_____	_____
Student's Signature	Student's ID Number	Date
_____	_____	_____
Monmouth College Official (printed name)	Official's Signature	Date