



## 2023-2024 Dependent Student Verification Worksheet

Your FAFSA application was flagged by the U.S. Department of Education or by the institution 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 once verification items are submitted and reviewed by our staff.

**Level  
#6**

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 <b>least half time</b> from July 2023 - June 2024 list name of College below	Year in college during 2023-2024 (Fr/So/Jr/Sr)
1.	<b>Yourself</b>		<b>Monmouth College</b>	
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.**



**F. Other Untaxed Income in 2021 not viewable on a federal tax return:**

Please do not leave any question blank. If the answer does not apply, indicate by putting a \$0 or N/A.

- Money received, or paid on your behalf (e.g. bills), not reported elsewhere on this form. This includes money that you received from a parent whose financial information is not reported on this form and that is not part of a legal child support agreement. Student \$\_\_\_\_\_ Parent \$\_\_\_\_\_
- Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits.) Don't include the value of on-base military housing or the value of a basic military allowance for housing. Student \$\_\_\_\_\_ Parent \$\_\_\_\_\_
- Veterans non-education benefits, such as Disability, Death Pension or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study Allowances. Student \$\_\_\_\_\_ Parent \$\_\_\_\_\_
- Other untaxed income not reported on the FAFSA, such as workers' compensation, disability, etc. Also include the untaxed portions of health savings accounts from IRS Form 1040 Schedule 1 – line 12. Don't include extended foster care benefits, student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment ACT educational benefits, on-base military housing or military housing allowance, combat pay, benefits from flexible spending arrangements (e.g. cafeteria plans), foreign income exclusion or credit for federal tax on special fuels. Student \$\_\_\_\_\_ Parent \$\_\_\_\_\_
- Payments to tax-deferred pension and retirement savings plans paid directly or withheld from earnings, including but not limited to amounts reported on the W-2 forms in Boxes 12a through 12d, codes D, E, F, G, H and S. Student \$\_\_\_\_\_ Parent \$\_\_\_\_\_

**G. Explanation of Financial Support:** If you have indicated you are not required to file a tax return in Item D and Item E above, and if you have little or no

sources of income listed in Item F above, then you are required to explain how the family was financially supported during the 2021 calendar year.

Please do not leave any question blank. If the answer does not apply, indicate by putting a \$0 or N/A.

- Members of my household receive Child Support payments in the amount of: \_\_\_\_\_ per month.
- Members of my household receive Supplemental Nutrition Assistance Program (SNAP) in the amount of: \_\_\_\_\_ per month.
- Members of my household receive free or reduced price school lunch payments in the amount of: \_\_\_\_\_ per month.
- Members of my household receive Temporary Assistance for Needy Families (TANF) payments in the amount of: \_\_\_\_\_ per month.
- Members of my household receive Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) payments in the amount of: \_\_\_\_\_ per month.
- Members of my household receive untaxed Social Security benefits in the amount of: \_\_\_\_\_ per month.
- Members of my household receive Supplemental Security Income in the amount of: \_\_\_\_\_ per month.
- Members of my household receive foster care or adoption payments in the amount of: \_\_\_\_\_ per month.
- Other: Explain here if there is any other income in the household, including extended family members or friends that are helping support the family. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**H. Required Signatures:**

Each person(s) signing below certify that all the information reported on this worksheet is complete and correct.

Student's Signature	Date	Parent's Signature	Date
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Complete, sign and return this worksheet. **Do not leave sections of this form blank.** Incomplete forms will be returned to you.  
 Return Form by postal mail to: Monmouth College, Office of Student Financial Planning, 700 East Broadway, Monmouth, IL 61462  
 Or you may FAX to: 309-457-2373 Or you may scan and email to: [finaid@monmouthcollege.edu](mailto:finaid@monmouthcollege.edu)  
 Or you may scan and upload to the Self-Service portal at: <https://ss.monmouthcollege.edu/student/>