



# STANDARD VERIFICATION (V1) WORKSHEET

2023-2024

## Federal Student Aid Programs

Your Free Application for Federal Student Aid (FAFSA) was selected for verification which compares your FAFSA information to your financial documents. This is a federal requirement under 34CFR. If there are any differences, corrections will be made to the FAFSA and sent to the U.S. Department of Education for confirmation.

## What you MUST do:

- Collect your and your spouse's (if married) and parents(s) (for dependent students only) 2021 Tax Return Transcript, all W-2 and 1099 forms issued, and "Verification of Non-Filing Letter".
- Complete all sections of this form according to your dependency status in Blue or Black ink only. **Incomplete worksheets cause delays and will be returned for completion.**
- You and one parent must complete and sign this form (for dependent students only).
- Bring, fax, or mail your completed form to the LincolnU Student Financial Services Office.
- Do not make any additional income/ household size/ number in college corrections to the FAFSA once this form has been submitted.
- Contact the LincolnU Student Financial Services Office if you have questions completing this form.

The final deadline to complete the verification process is established by the Federal government and published in the Federal Register on an annual basis- [www.federalregister.gov](http://www.federalregister.gov).

## STUDENT INFORMATION

Student Name	LincolnU ID#
LincolnU Email	Phone Number (include area code)
Permanent Address	
City/State/Zip	Birthdate

## HOUSEHOLD INFORMATION

### DEPENDENT STUDENT:

I am considered a dependent student, and is required to provide parental information on the FAFSA.

All household members include:

- Yourself
- Your parent(s) even if you don't live with your parent(s) (including a step-parent, biological parents who live together but are not married, same sex parents that are married, as recognized by state or foreign country).
- Your parent(s) other children if your parent(s) will provide more than half of their 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,
- Other people only if they now live with your parent(s), and your parent(s) will provide more than half of their support and will continue to provide more than half of their support from July 1, 2023 through June 30, 2024.

### INDEPENDENT STUDENT:

I am considered independent and is not required to provide parental information on the FAFSA.

All household members include:

- Yourself
- Your spouse, if married. Must include same sex spouses as recognized by state or foreign country.
- Your children, if any, if you will provide more than half of their support from July 1, 2023 through June 30, 2024, or if the child would be required to provide your information if they were completing a FAFSA for 2023-2024. Include children who meet either of these standards, even if they do not live with you.
- 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 from July 1, 2023 through June 30, 2024.

- List the names and ages of **ALL** household member(s) as defined above, in the space(s) provided below, beginning with (You) the student. Also, write the name of the college for any household member who will attend college at least half-time between July 1, 2023 and June 30, 2024 and will enroll in a degree, diploma, or certificate program (please include your parent's in the section below, but **do not** include their **college** information in the box below). **If more space is needed, attach a separate page.**

Student's Name	Age	Relationship	Attending College	College or University
		<b>SELF</b>	<b>Yes</b>	<b>Lincoln University</b>
Family Members	Age	Relationship to Student		College or University
		<b>Parent 1</b>	<b>N/A</b>	<b>N/A</b>
		<b>Parent 2</b>	<b>N/A</b>	<b>N/A</b>

**INCOME TAX FILING STATUS**

- **FOR THOSE THAT FILED A 2021 TAX RETURN:** A faster, more effective way to verify income is by using the IRS Data Retrieval Tool that is a part of the FAFSA application. To access this option, log back into the 2023-2024 FAFSA at [www.FAFSA.gov](http://www.FAFSA.gov)
  - **If you are unsuccessful:** you **MUST** attach a copy of your 2021 Tax Return Transcript(s) to this form. To obtain an IRS Tax Return Transcript, go to [www.IRS.gov](http://www.IRS.gov) and under the Tools HEADING SELECT "Get Transcript of Your Tax Records", then select "Get Transcript by mail", then request the "IRS Tax Return Transcript", **OR** call 1(800) 908-9946.
- **FOR THOSE THAT DID NOT FILE A 2021 TAX RETURN:** Please attach and submit copies of all 2021 IRS W2(s) AND a "Verification of Non-Filing Letter" if you answered that you worked but were not required to file a 2021 Tax Return **OR** if Independent, you did not work and had no income earned from work in 2021. You can request copies of W2(s), 1099(s), and Verification of non-filing letter online at [www.IRS.gov](http://www.IRS.gov) **OR** by calling 1-800-829-1040 **OR** by completing the IRS form 4506-T, **OR** by visiting your local IRS office.

STUDENT	PARENT	<p><b>Please READ and FOLLOW all given instructions provided below Do Not leave this section blank.</b></p> <ul style="list-style-type: none"> <li>• <b>Dependent students:</b> <i>must</i> have parent information; therefore, <b>TWO</b> "statements" must be selected in this section. <b>ONE</b> for the (Student) and <b>ONE</b> for the (Parent).</li> <li>• <b>Independent students:</b> <i>must</i> select <b>ONE</b> box (Student) in the chart below.</li> </ul>
<input type="radio"/>	<input type="radio"/>	<p>I was Not employed, did NOT have earnings, and was NOT required to file a 2021 IRS Tax Return.</p> <ul style="list-style-type: none"> <li>• Submit a 2021 "Verification of Non-Filing Letter" for you/ your spouse (if independent) or parent(s) (if dependent) from the IRS must be attached to this form. Order a free Verification of Non-Filers Letter at <a href="http://www.IRS.gov">www.IRS.gov</a>.</li> </ul>
<input type="radio"/>	<input type="radio"/>	<p>I used the IRS Data Retrieval Tool while completing the FAFSA and successfully transferred my 2021 income tax information to the FAFSA and did not make any additional changes to the information.</p>
<input type="radio"/>	<input type="radio"/>	<p>I was unable to use the Data Retrieval Tool and will attach a copy of the 2021 IRS Tax Return Transcript to this form.</p> <ul style="list-style-type: none"> <li>• Copies of an Account Transcript are <b>NOT</b> accepted.</li> <li>• If you/ your spouse (if married) or parents (if dependent) have filed separate returns, copies from each individual must be submitted for processing.</li> </ul>
<input type="radio"/>	<input type="radio"/>	<p>I filed a tax return and later amended my taxes.</p> <ul style="list-style-type: none"> <li>• Copies of the 2021 Tax Return Transcript <b>AND</b> a <u>signed</u> copy of the 1040X form are attached to this form.</li> </ul>
5c <input type="radio"/>	5c <input type="radio"/>	<p>I was employed and had income, but was not required to file a 2021 Tax Return.</p> <ul style="list-style-type: none"> <li>• Complete the Chart below: list all employer(s) and the amount that was earned in 2021.</li> <li>• Attach copies of all 2021 W-2 and 1099 Forms.</li> <li>• Copy(s)- 2021 "Verification of Non-Filing Letter" for you/ your spouse (if independent) or parent(s) (if dependent) from the IRS must be attached to this form. A free Verification of Non-Filers Letter can be ordered at <a href="http://www.IRS.gov">www.IRS.gov</a>.</li> </ul>

Non-Tax Filers with 2021 earnings are federally required to submit a copy of W-2(s) from each employer to LincolnU Student Financial Services

COMPLETE CHART ONLY IF BOX 5C ABOVE IS CHECKED	Employer's Name	2021 Amount Earned	IRS W-2 Attached?

**BEFORE YOU/ YOUR PARENT (IF DEPENDENT) SIGNS BELOW....**

- \* Manually sign with a ballpoint pen.
- \* Forms with digital/electronic/typed signatures cannot be accepted and will be marked as incomplete.
- \* Make sure you have not left any section blank.
- \* Make sure all required documents are attached AND include the student ID to each additional page.

Each person signing certifies that all information reported is complete and correct. Each person also understands that if any section is left blank, any document(s) that are listed as "required" but not submitted is considered incomplete and aid will NOT be granted. I/We, understand that all formal communication is sent to the preferred email account established for electronic communication from the Office of Student Financial Aid at Lincoln University about required or follow-up document request, and that any "Received or Incomplete" requested information can also be accessed through the Blue Tiger Self-Service portal for Financial Aid. The student and at least one parent whose information was reported on the 2023-2024 FAFSA must sign and date this worksheet.

**Warning:** If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.

Student	Date	Parent	Date
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