



2023-24 Dependent Student Verification Worksheet

Your 2023-24 Free Application for Federal Student Aid (FAFSA) has been selected for Verification Review. The verification process is used to ensure the accuracy of the information reported on the student's FAFSA. Since your FAFSA was selected, federal law requires that you complete this review in order to receive federal aid for the 2023-24 academic year.

Once all of your verification documentation is received, it will be reviewed for accuracy and conflicting information will be corrected. Federal financial aid will not be disbursed until you have submitted all required documentation and the review has been completed.

The documents required to complete the verification process can be viewed on your financial aid eAward at cedarville.edu/selfservice.

I. Dependent Student's Information

Student's Last Name	First Name	Middle Initial	Student's Identification (ID) Number
Student's Complete Permanent Address		Student's Phone Number (include area code)	

II. Dependent Student's Family Information

List below the people in your parent(s)' household. Include:

- **Yourself** (the student).
- The **parents** (including a stepparent). **Do not** include parent not living in the household due to separation/divorce.
- 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, even if they do not live with your parents.
- **Other people**, if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2024.
- Include the name of the college for any **children** in the household who will be enrolled at least half time between July 1, 2023, and June 30, 2024, in a degree, diploma, or certificate program. Do not include the name of college for **high school students** taking dual enrollment classes.

**An eligible college/university is defined as a school that participates in Title IV (federal) aid programs.*

Full Name	Age	Relationship to Student	College/University Name	Will be Enrolled in Eligible* College at Least Half Time
1.		student	Cedarville University	
2.				
3.				
4.				
5.				
6.				

** If more space is needed, provide a separate page with the student's name and ID number at the top.

Complete ONLY Section III or Section IV — not both.

III. Dependent Students Who Filed a 2021 Federal Tax Return

- The student has attached copies of all 2021 IRS W-2 forms issued to the student by employers.

AND

- The student has used or will use the IRS Data Retrieval Tool on the FAFSA website to retrieve and transfer 2021 IRS income information into the student's FAFSA.

At FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2021 IRS income tax information into the student's FAFSA.

OR

- The student is unable or chooses not to use the IRS Data Retrieval Tool on the FAFSA website, and the student will submit to the school a **signed copy of 2021 federal tax return OR a 2021 IRS federal tax return transcript.**

At irs.gov, click on "Get My Tax Record". Click Get Transcript ONLINE or Get Transcript by MAIL and follow the instructions provided. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need your Social Security number, date of birth, and the address on file with the IRS. The online selection requires additional information to pass the IRS's two step authentication. To request a Tax Return Transcript by phone, call the IRS at 1-800-908-9946.

IV. Dependent Students Who Did Not File a 2021 Federal Tax Return

- The student was not employed and had no income earned from work in 2021.

OR

- The student was employed in 2021 and has listed below the names of all the employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is attached. Attach copies of all 2021 IRS W-2 forms issued to the student by employers. List every employer, even if they did not issue an IRS W-2 form.

Employer's Name	2021 Amount Earned	W-2 Issued/Please Attach	W-2 Not Issued

Complete ONLY Section V or Section VI — not both.

V. Parent(s) Who Filed a 2021 Federal Tax Return

- The parent(s) have attached copies of all 2021 IRS W-2 forms issued to the parents by employers.

AND

- The parent(s) have used or will use the IRS Data Retrieval Tool on the FAFSA website to retrieve and transfer 2021 IRS income information into the students' FAFSA.

(See the IRS Data Retrieval Tool instructions on previous page).

OR

- The parent(s) are unable or choose not to use the IRS Data Retrieval Tool on the FAFSA website, and the parents will submit to the school a **signed copy of 2021 federal tax return** OR a **2021 IRS federal tax return transcript**. Parents filing "married filing separately" will need to request a tax return transcript for each parent.

(See the IRS Tax Return Transcript instructions on previous page).

VI. Parent(s) Who Did Not File a 2021 Federal Tax Return

- The parents have attached a 2021 IRS Verification on Non-Filing Letter for each parent who did not file a 2021 federal tax return.

To obtain the Verification of Non-filing Letter, go to irs.gov/transcript, click on Forms and Instructions and select the form 4506-T to print and complete. You must select option 7: "Verification of Non-filing" and submit the form to the IRS per instructions. Once you receive the Verification of Non-filing form letter, scan and email it or mail it to the school with the student's name and ID number at the top.

AND

- The parent(s) was not employed and had no income earned from work in 2021.

OR

- The parent(s) was employed in 2021 and has listed below the names of all the parent(s)' employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is attached. Attach copies of all 2021 IRS W-2 forms issued to the parent(s) by employers. List every employer, even if they did not issue an IRS W-2 form.

Employer's Name	2021 Amount Earned	W-2 Issued/Please Attach	W-2 Not Issued

VII. Student and Parent Certification

By signing this worksheet, both student and parent certify that all information reported is complete and accurate. An **incomplete form** will not be processed and may affect your aid eligibility.

Warning: If you purposely give false or misleading information on this worksheet, the U.S. Department of Education may pursue legal action leading to a fine and/or jail sentence.

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

Please make sure this worksheet is completely filled out, signed by all parties, and ALL documents requested are included.

VIII. Submission

Note: When submitting this document, and other requested documents, please use the online upload tool. It is your responsibility to blacken out all personal identifying information if you send your document through the mail (all but last four digits of your Social Security number, bank account information, etc.).

Online: Go to mycu.cedarville.edu and search for "Financial Aid Upload Tool."

Mail: Cedarville University Financial Aid
251 N. Main Street, Cedarville, OH 45314