



## 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](http://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 2023-24. 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 at a Title IV eligible school. 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.

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### III. Dependent Students Who Filed a 2021 Federal Tax Return

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- 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 into 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.*

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

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- 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.

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

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- 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).*

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

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- The parents have attached a 2021 IRS Verification of 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](https://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

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## VII. Student and Parent Certification

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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. 'Wet' signatures are required, not typed.

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.**

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## VIII. Submission

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**Note: When submitting this document and other requested documents, please use the online upload tool.**

**It is your responsibility to black 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](http://mycu.cedarville.edu) and search for "Financial Aid Upload Tool".

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



2023-24

## Identity and Statement of Educational Purpose

### I. Student's Information

Student's Last Name	First Name	Middle Initial	Student's Identification (ID) Number
Student's Address			Student's Date of Birth
Student's Home Phone Number (include area code)		Student's Alternate or Cell Phone Number	

**\*\*You must verify your identity and sign a Statement of Educational Purpose. You may complete this in person using the front of this form OR in the presence of a notary using the back of this form. This form must be mailed, not faxed or emailed, as we need the raised original seal of the notary. You must mail this form with a copy of an unexpired government-issued photo ID attached.**

### II. Statement of Educational Purpose (completed at Cedarville University)

#### Identity and Statement of Educational Purpose (To Be Signed at the Institution)

The student must appear in person at Cedarville University to verify his or her identity by presenting an unexpired 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 that is annotated by the institution with the date it was received and reviewed and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, *in the presence of the institutional official*, the Statement of Educational Purpose provided below.

#### Statement of Educational Purpose

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose  
(Print Student's Name)  
and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending \_\_\_\_\_ CEDARVILLE UNIVERSITY for 2023-2024.  
(Name of Postsecondary Educational Institution)

\_\_\_\_\_  
(Student's Signature) (Date)

\_\_\_\_\_  
(Student's ID Number)

#### For Office Use Only

- Copy of unexpired government-issued photo ID received.
- If signed in person, authorized institutional official has made a copy of unexpired government-issued photo ID received and **signed and dated** the copy.

Signature (of witness): \_\_\_\_\_ Date: \_\_\_\_\_

### III. Student's Identity and Statement of Educational Purpose (completed with a notary)

#### Identity and Statement of Educational Purpose

(To Be Signed, Notarized and Mailed)

If the student is unable to appear in person at \_\_\_\_\_ CEDARVILLE UNIVERSITY \_\_\_\_\_ to verify his or her identity,

(Name of Postsecondary Educational Institution)

the student must provide to the institution:

A. A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below and that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; **and**

B. The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

#### Statement of Educational Purpose

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose

(Print Student's Name)

and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending \_\_\_\_\_ CEDARVILLE UNIVERSITY \_\_\_\_\_ for 2023–2024.

(Name of Postsecondary Educational Institution)

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student's ID Number)

#### Notary's Certificate of Acknowledgement

State of \_\_\_\_\_

City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_,

(Date)

(Notary's name)

personally appeared, \_\_\_\_\_, and proved to me

(Printed name of signer)

on basis of satisfactory evidence of identification \_\_\_\_\_

(Type and number of unexpired government-issued photo ID provided)

to be the above-named person who signed the foregoing instrument.

#### WITNESS my hand and official seal

(seal) \_\_\_\_\_

(Notary signature)

My commission expires on \_\_\_\_\_

(Date)

**\*\*The notary must make a copy of the student's unexpired government-issued photo and provide it to the student with the notarized form.**