



2023-24 Independent 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. Independent Student's Information

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

II. Independent Student's Family Information

List below the people in your household. Include:

- **Yourself** (the student).
- Your **spouse** (if you are married).
- The **student's or spouse's children**, if the student or spouse will provide more than half of the children's support from July 1, 2023, through June 30, 2024, even if the children do not live with the student.
- **Other people**, if they now live with the student and the student or spouse provides more than half of the other people's support and will continue to provide more than half of their support through June 30, 2024.
- Include the name of the college/university for children 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	Will be Enrolled in an 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. Independent 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 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. Independent Students Who Did Not File a 2021 Federal Tax Return

- The student has attached a 2021 IRS Verification of Non-Filing Letter.

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 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 student'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 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 and Attached	W-2 Not Issued
1.			
2.			
3.			
4.			
5.			

Complete ONLY Section V or Section VI — not both.

V. Spouses Who Filed a 2021 Federal Tax Return

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

AND

- The spouse 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.

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

OR

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

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

VI. Spouses Who Did Not File a 2021 Federal Tax Return

- The spouse has attached a 2021 IRS Verification of Non-Filing Letter.

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 spouse was not employed and had no income earned from work in 2021.

OR

- The spouse was employed in 2021 and have listed below the names of all the spouse'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 spouse 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 and Attached	W-2 Not Issued
1.			
2.			
3.			
4.			
5.			

VII. Student (and Spouse) Certification

By signing this worksheet, both student (and spouse) certify that all information reported is complete and accurate. An incomplete form will be returned 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 _____

Spouse's Signature _____ Date _____

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

VIII. Submission Methods

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



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 proper 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 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 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 _____ for 2023-24.
(Name of Postsecondary Educational Institution)

(Student's Signature) (Date)

(Student's ID Number)

For Office Use Only

- Copy of government-issued ID received.
- If signed in person, authorized institutional official has made a copy of government-issued 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, or 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 2023-24.

(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 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)