

**Suffolk University**

• Office of Student Financial Services • 73 Tremont Street • Boston, MA 02108  
617-573-8470 • 617-720-3579 (fax)

**2021-2022 Verification Worksheet for an Independent Student**

**Student's Name** \_\_\_\_\_ **Student ID** \_\_\_\_\_

The U.S. Department of Education has selected your application for a review process called ‘Verification’. **The Office of Student Financial Services must complete Verification of your FAFSA data before your financial aid is finalized and before any aid can be credited to your student account.** In order to verify the information you reported on the FAFSA, please complete this form.

**Step One: Household Member Information**

As an Independent Student, please include the following on the table below:

- Yourself (we have already included you on the table below. Please just indicate your age.)
- Also, include:
- Your spouse, if you are married.
  - Your children if you will provide at least 50% of their support from July 1, 2021 to June 30, 2022.
  - Other individuals, **who now live with you, receive at least 50% of their support from you and will continue to receive support through June 30, 2022.**

***Table for Household Member Information***

<i>Full Name</i>	<i>Age</i>	<i>Relationship to the student</i>	<i>Will this household member attend college during 2021-2022? Answer YES or NO (Household member must be enrolled at least half time in a degree, diploma or certificate program any time between 7/1/21-6/30/22.)</i>	<i>List the name of the College/University this household member will attend during 2021-22.</i>
<i>You, the SU student</i>		<i>Self</i>	<i>Yes</i>	<i>Suffolk University</i>

## Step Two: Tax/Income Information

The *recommended and easiest way to verify income is by using the IRS Data Retrieval Tool by logging into <https://studentaid.gov> and correcting/updating your FAFSA.*

If you are unable to utilize the IRS Data Retrieval tool on the FAFSA, please submit a signed copy of your 2019 federal tax return 1040. You must also submit Schedules 1, 2 and 3 if these schedules were filed with your 1040.

**Are you (the student) married?** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO** (Note, if student is married, 2019 income data must be submitted for both student and spouse.)

### **2019 Tax/Income Information. Complete appropriate option(s) below.**

#### **STUDENT: (select one option)**

- **Option 1** \_\_\_\_\_ **I (student) filed a 2019 federal tax return with the IRS.** I have utilized the IRS Data Retrieval Tool or I will submit a signed 2019 federal tax return 1040 and Schedules 1, 2 and 3 if applicable.
  
- **Option 2** \_\_\_\_\_ **I (student) did not file a 2019 federal tax return. Complete the following two items.**
  - (1) **Request a ‘Verification of Non-filing Letter’ from the IRS,** to certify a 2019 IRS income tax return was not filed. Request the ‘Verification of Non-filing Letter’ at [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript) or by completing IRS Form 4506-T, [www.irs.gov/pub/irs-pdf/f4506t.pdf](http://www.irs.gov/pub/irs-pdf/f4506t.pdf). If you use Form 4506-T, make sure you check box 7 and mail/fax the form to the appropriate address/number.  
**\*\* If student is unable to obtain a Verification of Non-Filing letter from the IRS, contact this office for further instructions.**
  - (2) **Check the appropriate box below to verify wages earned in 2019, if any.**  
\_\_\_\_\_ I did not work in 2019 and had no wages.  
\_\_\_\_\_ I worked in 2019, my wage information is reported below and I have attached all 2019 W2 forms.

Employer’s Name	Amount earned in 2019, attach W2 form(s)

#### **SPOUSE: (select one option)**

- **Option 1** \_\_\_\_\_ **I (spouse) filed a 2019 federal tax return with the IRS.** I have utilized the IRS Data Retrieval Tool or I will submit a signed 2019 federal tax return 1040 and Schedules 1, 2 and 3 if applicable.
  
- **Option 2** \_\_\_\_\_ **I (spouse) did not file a 2019 federal tax return. Complete the following two items.**
  - (1) **Request a ‘Verification of Non-filing Letter’ from the IRS,** to certify a 2019 IRS income tax return was not filed. Request the ‘Verification of Non-filing Letter’ at [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript) or by completing IRS Form 4506-T, [www.irs.gov/pub/irs-pdf/f4506t.pdf](http://www.irs.gov/pub/irs-pdf/f4506t.pdf). If you use Form 4506-T, make sure you check box 7 and mail/fax the form to the appropriate address/number.  
**\*\* If spouse is unable to obtain a Verification of Non-Filing letter from the IRS, contact this office for further instructions.**
  - (2) **Check the appropriate box below to verify wages earned in 2019, if any.**  
\_\_\_\_\_ Spouse did not work in 2019 and had no wages.  
\_\_\_\_\_ Spouse worked in 2019, report wage information below and attach all 2019 W2 forms.

Employer’s Name	Amount earned in 2019, attach W2 form(s)

## Step Three: Signatures

I certify that the information contained on this verification worksheet is accurate and true to the best of my knowledge.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Spouse’s Signature**

\_\_\_\_\_  
**Date**

(Both student and spouse must sign if married. Electronic signature is not acceptable.)