

Please contact our office if you need assistance completing this form.

CF22IVWC
Independent student

Suffolk University

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

2022-2023 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' and the Office of Student Financial Services must complete Verification of your FAFSA data. **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, 2022 to June 30, 2023.
 - 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, 2023.**

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 2022-2023?</i> <i>Answer YES or NO</i> <i>(Household member must be enrolled at least half time in a degree, diploma or certificate program any time between 7/1/22-6/30/23.)</i>	<i>If yes, list the name of the College/University this household member will attend during 2022-23.</i>

If you need additional space to include household members, please submit a separate sheet.

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/h/apply-for-aid/fafsa> 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 2020 federal tax return 1040. You must also submit Schedules 1, 2 and/or 3 if these schedules were filed with your 1040.

Are you (the student) married? _____ **YES** _____ **NO** *(Note, if student is married, 2020 income data must be submitted for both student and spouse.)*

2020 Tax/Income Information. Complete appropriate option(s) below.

STUDENT: (select one option)

- **Option 1** _____ **I (student) filed a 2020 federal tax return with the IRS.** I have utilized the IRS Data Retrieval Tool or I will submit a signed 2020 federal tax return 1040 and Schedules 1, 2 and 3 if applicable.
- **Option 2** _____ **I (student) did not file a 2020 federal tax return.** *Complete the following two items.*
 - (1) **Request a ‘Verification of Non-filing Letter’ from the IRS,** to certify a 2020 IRS income tax return was not filed. Request the ‘Verification of Non-filing Letter’ at www.irs.gov/individuals/get-transcript or by completing IRS Form 4506-T, 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 2020, if any.**
 I did not work in 2020 and had no wages.
 I worked in 2020, my wage information is reported below and I have attached all 2020 W2 forms.

Employer’s Name	Amount earned in 2020, attach W2 form(s)

SPOUSE: (select one option)

- **Option 1** _____ **I (spouse) filed a 2020 federal tax return with the IRS.** I have utilized the IRS Data Retrieval Tool or I will submit a signed 2020 federal tax return 1040 and Schedules 1, 2 and 3 if applicable.
- **Option 2** _____ **I (spouse) did not file a 2020 federal tax return.** *Complete the following two items.*
 - (1) **Request a ‘Verification of Non-filing Letter’ from the IRS,** to certify a 2020 IRS income tax return was not filed. Request the ‘Verification of Non-filing Letter’ at www.irs.gov/individuals/get-transcript or by completing IRS Form 4506-T, 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 2020, if any.**
 Spouse did not work in 2020 and had no wages.
 Spouse worked in 2020, report wage information below and attach all 2020 W2 forms.

Employer’s Name	Amount earned in 2020, 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
<i>(Both student and spouse must sign if married. Electronic signature is not acceptable.)</i>			