

**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 a Dependent 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 submitted on the FAFSA, please complete this form.

**Step One: Household Information:**

On table below list members of *your parent(s)*' household. Include the following:

- ✓ Yourself (We have already included you on the table below. Please just indicate your age.)
- ✓ Your parent(s), read below for clarification:
  - If both legal (biological or adoptive) parents live together, regardless of marital status or gender, include both parents on the list.
  - If biological parents are divorced/separated, list custodial parent. **If custodial parent has remarried, include your stepparent on the list.** Also include all stepsiblings who meet the criteria listed below.\* *Do not include non-custodial parent's information.*
- ✓ Your parent(s) other children, if (a) your parent(s) will provide more than half of their support from July 1, 2022 through June 30, 2023, or (b) the children would be required to provide parental information if they were completing the FAFSA for 2022-23. Include children who meet either of these standards, even if they do not live with your parent(s).
- ✓ 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 July 1, 2022 through June 30, 2023.

***\*If biological parents are divorced/ separated, list the custodial parent. If custodial parent has remarried, please include stepparent and all stepsiblings who meet the criteria listed above.***

***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? Answer YES or NO (Household member must be enrolled at least half time in a degree, diploma or certificate program any time between 7/1/22-6/30/23.)</i>	<i>If yes, list the name of the College/University this household member will attend during 2022-23.</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/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. Please also submit Schedules 1, 2 and/or 3 if these were filed with your 1040.**

### ➤ **Student's 2020 Tax/Income Information, check one option:**

**Student filed a 2020 federal tax return with the IRS.** I utilized the IRS Data Retrieval Tool at [www.studentaid.gov](http://www.studentaid.gov) or I will submit a signed copy of my 2020 federal tax return 1040 and Schedules 1, 2 and/or 3 if applicable.

**Student did not file a 2020 federal tax return. If student did not file, please check the appropriate box below to verify wages earned in 2020.**

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)

**Other** If the student was granted a 2020 tax filing extension and has not filed, is a victim of IRS identity theft or filed a non-IRS (foreign) Income tax return, please contact the office for appropriate worksheet and further instructions.

### ➤ **Parent 2020 Tax/Income Information, check one option:**

**Parent(s) filed a 2020 federal tax return with the IRS.** Parents have utilized the IRS Data Retrieval Tool at [www.studentaid.gov](http://www.studentaid.gov) or parents will submit a signed copy of 2020 federal tax return 1040 and Schedules 1, 2 and/or 3 if applicable.

**Parent(s) did not file a 2020 federal tax return.** If a two parent family, both parent(s) must request a 'Verification of Non-filing Letter' from the IRS, attesting that parent(s) did not file a 2020 IRS income tax return. 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 Parent(s) are unable to obtain a Verification of Non-Filing letter from the IRS, contact this office for instructions.**

**If parent did not file, please check the appropriate box below to verify wages earned in 2020.**

**\* If a two parent family, report wages for both parents.**

Parent(s) did not work in 2020 and had no wages.

Parent(s) worked in 2020, report wage information and attach all 2020 W2 forms.

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

**Other** If parent was granted a 2020 tax filing extension and has not filed, is a victim of IRS identity theft or filed a non-IRS (foreign) Income tax return, please contact the office for appropriate worksheet and further instructions.

## **Step Three: Signatures**

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

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

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

*Student must sign. Electronic signature is not acceptable.*

\_\_\_\_\_  
**Parent's Signature**

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

*Parent must sign. Electronic signature is not acceptable.*