



2021-2022 Verification Worksheet Dependent Student

SECTION I: Dependent Student Information

Student's Last Name	Student's First Name	Student's M.I.	Student's Social Security Number
Student's Street Address (include apt. no.)			Student's Cell Phone Number
City	State	Zip Code	Student's Email Address

SECTION II. Number of Household Members and Number in College

List below all the people in the parent(s)' household. Include:

- The student
- The parents (including a stepparent) **even if the student is not currently living in the parents' house.**
- The parents' other children if the parents will provide more than half of their support from July 1, 2021 through June 30, 2022, or if the other children would be required to provide parental information if they were completing a FAFSA for 2021-2022. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2022.

In the "College" column, list the name of the college for any household member, **except the parent(s)**, who will be enrolled, **at least half time** in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2021, and June 30, 2022. **Do not include dual credit.**

If more space is needed, attach a separate page with the student's name and Social Security Number at the top.

Full Name	Age	Relationship	College (Do not list a college for a parent)	Will be Enrolled at Least Half Time
		<i>Self</i>	<i>Howard Payne University</i>	

We may require more information and/or documentation regarding the household members enrolled in eligible postsecondary educational institutions.

VERIFICATION OF 2019 INCOME TAX RETURN INFORMATION

The best way to verify income is by using the "LINK TO IRS" (IRS Data Retrieval Tool/ DRT) that is part of FAFSA on the Web at www.fafsa.gov. In most cases, no further documentation is needed to verify 2019 taxable income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer. If the parents filed separate 2019 IRS income tax returns, the IRS DRT cannot be used and the 2019 IRS Tax Return Transcript(s) or signed copy of their 2019 Tax Return must be provided for **each** parent. If the student and/or parent is unable or chooses not to use the IRS DRT in FAFSA on the Web, a signed copy of the 2019 IRS Tax Return and all schedules and all W-2's OR the **2019 IRS Tax Transcript and all W-2's** can be provided.

The **IRS Tax Return Transcript** can be obtained by the following method:

- **GET TRANSCRIPT BY MAIL** -Go to www.irs.gov. Click "GET YOUR TAX RECORD". Click "Get Transcript by Mail". Use the Social Security Number (or the IRS individual taxpayer identification number) and the date of birth of the first person listed on the 2019 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2019 IRS income tax return). **Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript."**

SECTION III: 2019 Additional Verification Information:

DO NOT LEAVE ANY BLANKS. IF IT DOES NOT APPLY TO STUDENT OR PARENT ENTER 0.

CHILD SUPPORT PAID / RECEIVED Jan 1 – Dec 31, 2019	Student	Parent (s)
Child Support paid (do not include children in household) Provide documentation and list names of children for whom support is paid. Statement from Attorney General is ideal.	\$	\$
Child Support received Provide documentation and list names of children for whom support was received. Do not include foster care or adoption payments. Statement from Attorney General is ideal.	\$	\$

Untaxed Income and Benefits	Student	Parent (s)
Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including amounts reported on the W-2 Form in Box 12a through 12d, codes D, E, F, G, H, and S. Attach W-2's	\$	\$
Military Allowances-BAS - including cash payment & cash value of benefits Attach copy of your Dec 2019 LES)	\$	\$
Veterans' non-education benefits such as Disability, Pension, Dependency & DIC and/or VA Educational Work-Study allowances List the Chapter	\$	\$
Clergy housing & living allowances (including cash payment & cash value of benefits)	\$	\$
Cash received or money paid on your behalf (e.g., bills, etc.)	\$	\$
Workers' comp & disability	\$	
Other	\$	\$

Who is Required to a File Tax Return

Single Filing Status	Income \$12,200 or more	Head of Household	Income \$18,300 or more
Married/filing jointly	Income \$24,400 or more	Married/filing separately	Income \$5 or more
Widow(er)	Income \$24,400 or more		

SECTION VI: Certifications and Signatures. Each person signing below certifies that all of the information reported is complete **and** correct.

Student's Printed Name: _____ Student's Signature: _____ Date: _____

Parent's Printed Name: _____ Parent's Signature: _____ Date: _____

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.