

2023-2024 DEPENDENT VERIFICATION WORKSHEET

Your FAFSA was selected for review by the U.S. Dept. of Education in a process called "Verification." Ashland University is required by federal regulations (34 CFR, Part 668) to verify that the data reported on your FAFSA is accurate before federal aid can be processed.

INSTRUCTIONS

- **Documentation:** Complete this verification worksheet and submit along with the documentation requested in Section 3. The worksheet must be signed. Follow the instructions for Tax and Earnings Information very carefully.
- **Deadline:** Documentation must be completed, signed, and submitted within **three weeks** of receipt of this notice.
- **Consequences for Failure to Submit Documentation:** Federal need-based grants, loans, and work study may be canceled entirely if Verification is not complete. You are responsible for any interest that accrues on your student account due to a delay in submitting documentation.
- **Notification of Offer Changes:** If there are differences between your FAFSA information and the information collected through Verification, the Financial Aid Office will electronically correct your FAFSA and notify you of any necessary adjustments to your financial aid offer letter. You will also receive a corrected Student Aid Report from the government.

RETURN ORIGINAL DOCUMENTATION TO:

Ashland University Financial Aid Office

SCAN THIS FORM AND ALL DOCUMENTATION TO PDF

THEN UPLOAD TO OUR SECURE DROPBOX AT

<https://ashlandcentral.etrive.cloud/#/form/204>

SECTION 1: STUDENT INFORMATION				
Last Name	First Name	M.I.	AU ID #	Phone #
Address (include Apt #)	City	State	Zip	
SECTION 2: HOUSEHOLD INFORMATION				
List the people in your parent(s)' household, including:				
<ul style="list-style-type: none"> You (the student) and your parent(s). If your parents are separated or divorced, list the parent you have lived with the most in the last 12 months. If you live with each parent equally, list the parent who supports you financially more than 50%. If this parent has remarried, your stepparent must also be listed. Your parents' other children, even if they don't live with your parent(s), if (a) your parent(s) will provide more than half of their support from July 1, 2023 through June 30, 2024, or (b) the children would be required to provide their parental information when applying for Federal Student Aid. Other people if they currently live with your parent(s) and your parent(s) provide more than half of their financial support and will continue to do so from July 1, 2023 through June 30, 2024. 				
Full Name	Age	Relationship to Student	Name of College Attending <i>at least half-time between 7/1/23 – 6/30/24</i>	
		Self	Ashland University	

SECTION 3: TAX AND EARNINGS INFORMATION

Complete Box A if you filed a 2021 federal tax return; Complete Box B if you did not file

A. TAX FILER INCOME VERIFICATION

Tax filers who did not or cannot use the FAFSA IRS Data Retrieval Tool must submit a signed copy of their 2021 Federal Tax Return.

PARENT

I filed a 2021 IRS Tax Return, and *(choose one)*

I used the **IRS Data Retrieval Tool** on the FAFSA on _____
(date)

I'm providing a **signed** copy of my **2021 Federal Tax Return** because I did not or was not able to use the IRS Data Retrieval Tool on the FAFSA.

STUDENT

I filed a 2021 IRS Tax Return, and *(choose one)*

I used the **IRS Data Retrieval Tool** on the FAFSA on _____
(date)

I'm providing a **signed** copy of my **2021 Federal Tax Return** because I did not or was not able to use the IRS Data Retrieval Tool on the FAFSA.

NOTE: *If parents are married and filed taxes separately, both parents tax returns are required.*

B. NON-TAX FILER INCOME VERIFICATION

Non-tax filers, except for dependent students, must provide the Financial Aid Office with proof from the IRS that you did NOT file a return with an "IRS Verification of Non-Filing Letter." Request verification of non-filing at www.irs.gov/forms-pubs and click on "Form 4506-T." Complete and print Form 4506-T ensuring Box #7 is checked, and then attach the 4506-T form to this document.

Non-tax filers who earned income must also **submit 2021 W2s from all employers and sign in the box below.**

PARENT

I did not file a 2021 IRS Tax Return because *(choose one)*

I worked in 2021, but was not required to file a 2021 Federal Tax Return.

Instructions: Complete the table below, attach W2's and Form 4506-T, and sign below

I did not work in 2021 and did not file a 2021 Federal Tax Return.

Instructions: Attach Form 4506-T and sign below.

STUDENT

I did not file a 2021 IRS Tax Return because *(choose one)*

I worked in 2021, but was not required to file a 2021 Federal Tax Return.

Instructions: Complete the table below and attach W2's.

I did not work in 2021 and did not file a 2021 Federal Tax Return.

Name	Employer/Source of Income	2021 Income Earned	W2 Provided	IRS Non-Filing Letter Provided
Parent:		\$	Y / N	Y / N
Parent:		\$	Y / N	Y / N
Student:		\$	Y / N	Y / N
Total:		\$		

I/we certify that I/we did not file and are not required to file a 2021 Federal Income Tax Return (IRS Form 1040) and have attached a Form 4506-T for each Return not filed.

CERTIFICATION AND SIGNATURES

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I certify that all of the information reported with this verification worksheet is complete and correct. I understand Ashland University is obligated to report cases of misrepresentation on this worksheet to the Office of the Inspector General.

Student Signature

Date

Parent Signature

Date