

# 2022–2023 Verification Worksheet

## Dependent Student- Tracking Group V5

Your 2022–2023 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we must confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

### A. Dependent Student's Information

Student's Last Name	Student's First Name	MI	Student's SSN
Student's Street Address (include apt. no)			Student's Date of Birth
City	State	Zip	Student's Email Address
Student's Phone Number	Student's Alternate or Cell Phone Number		

### B Dependent Student's Family Information

Number of Household Members: List below the people in the parents' household. Include:

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2022, through June 30, 2023, or if the other children would be required to provide parental information if they were completing a FAFSA for 2023-2023. 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 the other people's support and will continue to provide more than half of their support through June 30, 2023.

**Number in College:** Include below information about any household member, *excluding the parents*, who is or will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2022, and June 30, 2023, include the name of the college.

If more space is needed, provide a separate page with the student's name and SSN at the top.

Full Name	Age	Relationship	College	Will be Enrolled at least Half Time (Yes or No)
		<i>self</i>		

*Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institution is inaccurate.*

**C. Dependent Student’s Income Information to Be Verified**

**1. TAX RETURN FILERS**

**Important Note:** The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2020 or had a change in marital status after December 31, 2020.

**Instructions:** Complete this section if the student and spouse filed or will file a 2020 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](https://fafsa.gov).* In most cases, no further documentation is needed to verify 2020 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed. **Check the box that applies:**

- The student has used the IRS DRT in FAFSA on the Web to transfer 2020 IRS income tax return information into the student’s FAFSA.
- The student has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2020 IRS income tax return information into the student’s FAFSA.
- The student is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a **2020 IRS Tax Return Transcript**.

A **2020 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by MAIL – Go to [www.irs.gov](https://www.irs.gov), under the Tools heading, click “Get a tax transcript.” Click “Get Transcript by MAIL.” Make sure the request the **“IRS Tax Return Transcript”** and **NOT** the “IRS Tax Account Transcript.” The transcript is generally received within 10 business days from the IRS’s receipt of the online request.
- Get Transcript ONLINE - Go to [www.irs.gov](https://www.irs.gov), under the Tools heading on the IRS homepage, click "Get a tax transcript." Click “Get Transcript ONLINE.” Make sure to request the **“IRS Tax Return Transcript”** and **NOT** the “IRS Tax Account Transcript.” To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user’s name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS’s two-step authentication.
- Automated Telephone Request - 1-800-908-9946. Transcript is generally received within 10 business days from the IRS’s receipt of the telephone request.
- Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS’s receipt of the paper request form.

If the student and spouse filed separate 2020 IRS income tax returns, the IRS DRT cannot be used and the **2020 IRS Tax Return Transcript(s) or a signed copy of the 2020 income tax return and applicable schedules** must be provided for each.

- Check here if a 2020 IRS Tax Return Transcript(s) is provided.
- Check here if a 2020 IRS Tax Return Transcript(s) will be provided later.

**2. TAX RETURN NONFILERS**

The instructions and certifications below apply to the student and spouse if the student is married. Complete this section if the student and spouse will not file and are not required to file a 2020 income tax return with the IRS.

**Check the box that applies:**

- The student was not employed and had no income earned from work in 2020.
- The student was employed in 2020 and has listed below the names of all the student’s employers, the amount earned from each employer in 2020, and whether an IRS W-2 form is attached. Attach copies of all 2020 IRS W-2 forms issued to the student by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.*

Employer’s Name	2020 Amount Earned	IRS W-2 Attached?
ABC Shipping (example)	\$1,280	Yes

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2021 that indicates a 2020 IRS income tax return was not filed with the IRS or other relevant tax authority, or a signed statement certifying that the individual attempted to obtain confirmation of non-filing from the IRS or other relevant tax authority and was unable to obtain the required documentation.

- \_\_\_ Check here if confirmation of non-filing or a signed statement is provided.
- \_\_\_ Check here if confirmation of non-filing or a signed statement will be provided later.

**D. Parent’s Income Information to Be Verified**

**1. TAX RETURN FILERS**

Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2020 or had a change in marital status after December 31, 2020.

Instructions: Complete this section if the student’s parent(s) filed or will file a 2020 IRS income tax return. *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov.* In most cases, no further documentation is needed to verify 2020 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed.

**Check the box that applies:**

- The parents have used the IRS DRT in FAFSA on the Web to transfer 2020 IRS income tax return information into the student’s FAFSA.
- The parents have not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2020 IRS income tax return information into the student’s FAFSA once the 2017 IRS income tax return has been filed.
- The parents are unable or choose not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a 2020 IRS Tax Return Transcript.

A **2020 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by MAIL – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click “Get a tax transcript.” Click “Get Transcript by MAIL.” Make sure the request the “**IRS Tax Return Transcript**” and **NOT** the “IRS Tax Account Transcript.” The transcript is generally received within 10 business days from the IRS’s receipt of the online request.
- Get Transcript ONLINE - Go to [www.irs.gov](http://www.irs.gov), under the Tools heading on the IRS homepage, click "Get a tax transcript." Click “Get Transcript ONLINE.” Make sure to request the “**IRS Tax Return Transcript**” and **NOT** the “IRS Tax Account Transcript.” To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user’s name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS’s two-step authentication.
- Automated Telephone Request - 1-800-908-9946. Transcript is generally received within 10 business days from the IRS’s receipt of the telephone request.
- Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS’s receipt of the paper request form.

If the parents filed separate 2020 IRS income tax returns, the IRS DRT cannot be used and the **2020 IRS Tax Return Transcript(s) or a signed copy of the 2020 income tax return and applicable schedules** must be provided for each.

- Check here if a 2020 IRS Tax Return Transcript(s) or a signed copy of the 2020 income tax return and applicable schedules is provided.
- Check here if a 2020 IRS Tax Return Transcript(s) or a signed copy of the 2020 income tax return and applicable schedules will be provided later.

**2. TAX RETURN NONFILERS**

The instructions and certification below apply to each parent included in the household. Complete this section if the student’s parents will not file and are not required to file a 2020 income tax return with the IRS.

Check the box that applies:

- Neither parent was employed, and neither had income earned from work in 2020.
- One or both parents were employed in 2020 and has listed below the names of employers, the amount earned from each employer in 2020, and whether an IRS W-2 form is attached. Attach copies of all 2020 IRS W-2 forms issued to the parent(s) by employers. [Provide copies of all 2020 IRS W-2 forms issued to the parents by their employers]. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.*

Employer’s Name	2020 Amount Earned	IRS W-2 Attached?
ABC Shipping (example)	\$1,280	Yes

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2020 that indicates a 2020 IRS income tax return was not filed with the IRS or other relevant tax authority, or a signed statement certifying that the individual attempted to obtain confirmation of non-filing from the IRS or other relevant tax authority and was unable to obtain the required documentation.

- \_\_\_\_\_ Check here if confirmation of non-filing or a signed statement is provided.
- \_\_\_\_\_ Check here if confirmation of non-filing or a signed statement will be provided later.

Student Name: \_\_\_\_\_ Student SSN: \_\_\_\_\_

## Verification of 2020 Income Information for Individuals with Unusual Circumstances

### Individuals Granted a Filing Extension by the IRS

An individual who is required to file a 2020 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2020, must provide:

1. A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2020;
2. Verification of Non-filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2021 or a signed statement certifying that the individual attempted to obtain the VNF from the IRS and was unable to obtain the required documentation;
3. A copy of IRS Form W-2 for each source of employment income received or an equivalent document for tax year 2020 **AND**,
4. If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2020.

### Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for tax year 2020 must provide a signed copy of the 2020 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS or documentation from the IRS that include the change(s) made by the IRS, in addition to one of the following:

1. IRS DRT information on an ISIR record with all tax information from the original tax return;
2. A **2020 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **OR**
3. A signed copy of the 2020 IRS Form 1040 and the applicable schedules that were filed with the IRS.

### Individuals Who Were Victims of IRS Tax-Related Identity Theft

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or if unable to obtain a TRDBV, an equivalent document provided by the IRS or a copy of the signed 2020 income tax return and applicable schedules the individual filed with the IRS; **AND**
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

### Individuals Who Filed Non-IRS Income Tax Returns

A tax filer who filed an income tax return with a tax authority other than the IRS may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.

Student Name: \_\_\_\_\_ Student SSN: \_\_\_\_\_

### E. Documentation of Identity/Statement of Educational Purpose

**If this form is being completed online in PandaDocs, this page must be printed out and signed either in person in the CBC Financial Aid Office or in the presence of a Notary. It cannot have a digital signature.**

The student must appear in person at Central Baptist College to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign in the presence of the institutional official, the Statement of Educational Purpose provided below.

**If the student is unable to appear in person at Central Baptist College (To be signed in the presence of a Notary)** to verify his or her identity, the student must provide to the institution:

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and
- (b) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

#### Statement of Educational Purpose

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Central Baptist College for 2022-2023.

\_\_\_\_\_  
*Student's Signature*

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

\_\_\_\_\_  
*Financial Aid Administrator's Signature*

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

#### Notary's Certificate of Knowledge

State of \_\_\_\_\_ City/County of \_\_\_\_\_ On \_\_\_\_\_

before me, \_\_\_\_\_ personally appeared, \_\_\_\_\_

*(Notary's Name)*

*(printed name of signer)*

and proved to me on basis of satisfactory evidence of identification \_\_\_\_\_

*(Type of government-issued photo ID provided)*

to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal \_\_\_\_\_

*(Notary signature)*

*(Date Commission Expires)*

(seal)

Student Name: \_\_\_\_\_ Student SSN: \_\_\_\_\_

### F. High School Completion Status

You must provide one of the following documents that will indicate the student's high school completion status when the student begins college in 2022–2023. Check the box of the document you will attach to this worksheet:

- A copy of the student's high school diploma.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A state certificate or transcript received by a student after the student passed a State-authorized examination (GED test, HiSET, TASC, or other State-authorized examination) that the State recognizes as the equivalent of a high school diploma.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- For a student who was homeschooled in a state where state law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a state where state law does not require the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a transcript, or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

A student who is unable to obtain the documentation listed above must contact the financial aid office.

### G. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

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

The student and one parent must sign and date.

\_\_\_\_\_  
Student's Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (Required)

\_\_\_\_\_  
Date

Submit this worksheet to the financial aid office at your school.

Mail: Central Baptist College  
Financial Aid Office  
1501 College Ave  
Conway, AR 72034

***For the purpose of keeping your personal and financial information confidential, please DO NOT send these worksheets or any tax documents by email or fax.***