

Student's Name: _____ **Student ID:** _____

Your student's 2021-2022 Free Application for Federal Student Aid (FAFSA) was selected for verification. The law states before receiving Federal Student Aid, you need to confirm the information reported on the FAFSA. To verify you provided correct information, your student's FAFSA will be compared to the information on this institutional verification worksheet and other required documents. If there are differences, FAFSA information may be corrected. You, as a parent whose information was reported on the FAFSA, must complete and sign this institutional verification worksheet, attach any required documents, and submit the form and other required documents to the Financial Aid Office. We may ask for additional information. If you have questions about verification, contact us immediately to prevent financial aid being delayed.

You stated on your student's FAFSA that one or both parents did not file taxes for 2019. Please complete sections A, B and C of this form to verify this information.

The instructions and certifications below apply to each parent included in the household. Complete this section if one or both parent(s) will not file and are not required to file a 2019 income tax return with the IRS.

A. Check the box that applies:

- Neither parent was employed, and neither had income earned from work in 2019.
- One or both parents were employed in 2019, but did not file and were not required to file a 2019 income tax return. List below the names of all employers, the amount earned from each employer in 2019, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2019 IRS W-2 forms issued to the parents by employers]. *List every employer even if the employer did not issue an IRS W-2 form.*

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

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2019
ABC's Auto Body Shop (Example)	Yes (example)	\$4500.00 (example)
Total amount of income earned from work		\$

- B. Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2020 that indicates a 2019 IRS income tax return was not filed with the IRS or other relevant tax authority. To request a Verification of Nonfiling Letter, print IRS form 4506-T from www.irs.gov, complete it (be sure to check box 7), and mail or fax to the IRS.**

If you are unable to obtain documentation from the IRS or other relevant tax authority dated on or after October 1, 2020 indicating a 2019 income tax return was not filed with the IRS or other relevant tax authority please contact the Financial Aid Office for further options.

- ___ Check here if confirmation of nonfiling is provided.
- ___ Check here if confirmation of nonfiling will be provided later.

C. CERTIFICATION

By signing this worksheet, I certify all of the information reported on it is complete and correct. **WARNING:** If you purposefully give false or misleading information on this worksheet, you may be fined, sent to prison, or both.

Parent(s) Name _____

Parent(s) Signature _____ Date _____