University of NORTH ALABAMA
STUDENT FINANCIAL AID

# 2023-2024 **INDEPENDENT Verification Worksheet**

*Federal Student Aid Programs*

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for a review process called verification. Federal regulations state that before awarding Federal Student Aid, students may be asked to confirm the information that was reported on their FAFSA. To make sure that no mistakes were made, we will compare your FAFSA with the information on this institutional verification document. If there are differences, your FAFSA information may be updated electronically. You and a spouse (if applicable) whose information was reported on the FAFSA must complete and sign this verification form and submit it along with any other requested documents to the Office of Student Financial Aid for your financial aid to be processed. **All required documents must be submitted at the same time. We will not accept partial or incomplete documents.** If you need assistance, please contact our office by email or phone 256-765-4278. ***Submit this worksheet by mailing it to UNA Student Financial Aid, UNA Box 5014, Florence AL 35632, by email to*** financialaid@una.edu***, or by fax to 256-765-4920.***

## A. Student Information

Student's Name_____ Student's ID Number _____

Student's Address_____ Student's Date of Birth _____
(include apt. no)

_____Student's Email Address_____
(city) (state) (zip code)

Student's Home Phone Number _____Student's Cell Phone Number_____

## B. Family Information

**List below the people in your household, including:**

- Yourself, and your spouse, if applicable
- Your children or your spouse's children who will receive more than half of their support from you and your spouse from July 1, 2023 through June 30, 2024.
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support now through June 30, 2024.
- **Also** include below information about any household members who 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, 2023 and June 30, 2024, include the name of the college.

| FULL NAME | AGE | RELATIONSHIP | COLLEGE |
|---|---|---|---|
| *Martha Jones (example)* | *35* | *Self* | *UNA* |
| | | | |
| | | | |
| | | | |
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|---|---|---|---|
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The best way to ensure that you complete your FAFSA correctly is by using the IRS Data Retrieval Tool (IRS DRT). If you did not use the IRS Data Retrieval Tool when completing the FAFSA, then you may submit an electronic correction to your FAFSA, select the IRS Data Retrieval Tool option, and resubmit. Otherwise, you must request an official 2021 Tax Return Transcript from the Internal Revenue Service, or submit a **SIGNED** copy of your 2021 1040 Tax Return, along with Schedules 1, 2, and 3, if applicable. **Tax returns that are not signed will not be accepted.** You may request an "**IRS 2021 Tax Return Transcript**" online at www.irs.gov, by visiting a local IRS office, or by calling 1-800-829-1040.

## C-1. Verification of Student Tax Filers

- ☐ Check here if you used the IRS DRT when completing the FAFSA or entered corrections using the IRS DRT and resubmitted your FAFSA
- ☐ Check here if you were unable to use the IRS DRT and have attached a copy of your (and your spouse's, if applicable) **2021 tax return transcript(s), or a signed copy of your (and your spouse's, if applicable) 2021 1040 Tax Return and all applicable schedules.**

## C-2. Verification of Student Nontax Filers

- ☐ Check here if you did not file and were not required to file a 2021 U.S. income tax return. **All nontax filers are required to provide an IRS Verification of 2021 Non-Filing Letter dated on or after October 1, 2022 that indicates a 2021 IRS income tax return was not filed with the IRS.** You may request this online at www.irs.gov or by visiting a local IRS office.

  If you did not file a tax return, please list below your employer(s) and any income received in 2021. You **must** provide a copy of all W2's or other documentation of any income received in 2021 (if applicable). If you did not have any income, please list below any benefits you receive such as Food Stamps, Child Support, Social Security Disability, etc. Please attach any supporting documentation for these benefits.

| Sources | 2021 Amount |
|---|---|
| | $ |
| | $ |
| | $ |

## D. Child Support Paid

If you reported on the FAFSA that you or someone in your household paid child support during 2021, you must have that person complete and sign the statement provided in this section.

| Name of person paying the child support | Name of person receiving the child support | Name and age of the child for whom child support is paid | Amount paid in 2021 |
|---|---|---|---|
| | | | $ |
| | | | $ |
| | | | $ |

* I certify that I paid the child support in the amounts listed, for and to the parties listed above.

Signature: _____ Date: _____

## E. Certifications and Signatures

By signing this form, you certify that all the information reported on it is complete and correct.

_____ _____

Student's Signature: Date

***Hand-written signatures must be provided.***

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