



2021 – 2022 Independent Student Verification Worksheet

Your financial aid application was selected for review in a process called "Verification." Verification is mandated by the U.S. Department of Education and Fayetteville State University may select your financial aid application for institutional verification process. Verification requires Fayetteville State University's Office of Financial Aid to collect additional documentation to check the accuracy of the information you submitted on the FAFSA before a financial aid award can be made to you. **All verification documents must be attached to this form and returned to Fayetteville State University's Office of Financial Aid within 5 days of receipt of the Missing Information Letter request. Failure to submit ALL required verification documents will result in your financial aid award being delayed.**

**A. Independent Student Information Verification**

Student's Last Name	Student's First Name	Student's M.I.	Banner ID Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)			Student's Cell Phone Number

**B. Independent Student Verification of Family Information: Include:**

- You, the student.
- The student's spouse, if the student is married.
- The student's or spouse's children if you, the student or spouse will provide more than half of their support from July 1, 2021, through June 30, 2022, even if a child does not live with the student.
- Other people if they now live with you, the student and the student or spouse provides more than half of their support and will continue to provide more than half of their support through June 30, 2022.

Please write the name, age, relationship of each family member on the lines below that will be living in your household through June 30, 2022. Also, write the name of the college if the family member 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, 2021, and June 30, 2022. If additional space is needed, please write on a separate page.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time for 2021-2022? Yes or No
		<i>Self</i>	<i>Fayetteville State University</i>	

**\*\* Fayetteville State University's Office of Financial Aid may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.**

**C. 2019 Independent Student Income Verification**

The instructions below apply to the student (and spouse, if married). \*Notify the Office of Financial Aid, if you and your spouse filed separate IRS income tax returns for 2019 or had a change in marital status after the end of the 2019 tax year on December 31, 2019 by email at [finaid@uncfsu.edu](mailto:finaid@uncfsu.edu).

**Tax Filers:**

Instructions: Complete this section if you, the student and spouse, filed or will file a 2019 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-Federal Student Aid application at [www.FAFSA.gov](http://www.FAFSA.gov). Please see the attached instruction on how to retrieve your 2019 tax information by using the IRS Data retrieval process.* In most cases, no further documentation is needed to verify 2019 IRS income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer. Check the box that applies:

- The student and/or spouse has used the IRS DRT in FAFSA on the Web to transfer 2019 IRS income tax return information into the student's FAFSA.
- The student and/or spouse has not yet used the IRS DRT in FAFSA on the Web but will use the tool to transfer 2019 IRS income tax return information into the student's FAFSA.
- The student and/or spouse is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school with a 2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules.

**Nontax Filers:**

Instructions: Complete this section if you, the student and spouse, did not file a 2019 IRS income tax return(s). Check the box that applies:

- The student and spouse were not employed and had no income earned from work in 2019.
- The student and/or spouse were employed in 2019 and have listed below the names of all employers, the amount earned from each employer in 2019. List every employer even if the employer did not issue an IRS W-2 form. If you worked in 2019 you **MUST** attach a copy of ALL 2019 W-2(s). In addition, provide documentation from the IRS dated on or after October 1, 2020 that indicates a 2019 IRS tax return was not filed with the IRS.

<i>Employer's Name</i>	<i>IRS W-2 Provided?</i>	<i>Annual Amount Earned in 2019</i>

<b>Source of Annual Untaxed Income Received</b>	<b>Amount of Annual Untaxed Income Received in 2019</b>
Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.	
Student grant and scholarship aid reported to the IRS in yours and/or your parents adjusted gross income.	
Combat pay or special combat pay. Only enter the amount that was taxable and included in you/your parents adjusted gross income.	
Earnings from work under a cooperative education program offered by a college.	
Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 <u>Boxes 12a through 12d, codes D, E, F, G, H, and S.</u>	
Child support received for ALL children.	
Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits). BAS should be included not BAH.	
Veterans' non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC).	
Other untaxed income - such as workers' compensation, disability, etc. Also include the untaxed portions of health savings accounts.	
Other- money received or paid on your behalf.	

**D. 2019 Independent Student SNAP Benefits Verification**

Complete this section if someone in the student's household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or SNAP.

- Did not receive SNAP Benefits
- I certify that a member of my household, received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as the Food Stamp Program) sometime during 2019 or 2020.

**\*\*If we have reason to believe that the information regarding the receipt of SNAP benefits is inaccurate, we may require documentation from the agency that issued the SNAP benefits in 2019 or 2020.**

**E. 2019 Independent Student Child Support Verification**

Complete this section if you and (or your spouse) included in the household (listed in Section B) paid child support in 2019. List below the names of the persons who paid the child support, the names of the persons to whom the child support was paid, the names of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2019 for each child.

- Does Not Apply. \*Please do not include child support paid for children included in the household in Section B.

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

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid 2019	Amount of Child Support Paid in 2019

**\*\* If Fayetteville State University's Office of Financial Aid has reason to believe that the information regarding child support paid is not accurate, we may require additional documentation, such as:**

- A copy of the separation agreement or divorce decree that shows the amount of child support to be provided;
- A statement from the individual receiving the child support certifying the amount of child support received; or
- Copies of the child support payment checks or money order receipts.

**F. Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported 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 and lose financial aid funding.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature

\_\_\_\_\_  
Date

*Submit this worksheet to:*

Office of Financial Aid • Fayetteville State University • 1200 Murchison Road • Fayetteville, NC • 28301  
 • Fax: (910) 672-1423 • Email Address: [finaid@uncfsu.edu](mailto:finaid@uncfsu.edu)

Please make a copy of this worksheet for your records.  
 Do not mail this worksheet to the U.S. Department of Education.

## **INSTRUCTIONS FOR USING THE IRS DATA RETRIEVAL TOOL**

- 1) Access your 2021-2022 FAFSA application at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- 2) Enter your FSA ID.
- 3) Click on the Start 2021-2022 FAFSA button.
- 4) Click the Next button to start entering your Student Demographic Information
- 5) To access the IRS Data Retrieval Tool
  - a. Click the Financial Information TAB
    - If you are a dependent student, you will be directed to the Parent Financial Information section first and then to the Student Financial Information section.
- 6) Answer the IRS Data Retrieval Tool questions.
- 7) Click the option to Link to the IRS.
- 8) You will receive a message that you are leaving your FAFSA application and going to the IRS web site.
  - a. Click OK.
- 9) You must answer the following questions on the IRS Data Retrieval Site:
  - a. 2019 Filing Status - Single, Married Filing Jointly, Married Filing Separately, Head of Household
  - b. Exact address used on your 2019 Tax Return
  - c. Click submit
  - d. Your 2019 tax information will populate the screen
  - e. Click transfer my tax information into the FAFSA application
  - f. Click Transfer Now
    - DO NOT make any changes to the information transferred from the IRS Data Retrieval process. No further documentation is needed to verify 2019 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.
- 10) Add Wage information from your 2019 W-2 (s) in the Income Information section.
  - a. Click Next.
- 11) Enter your FSA ID
- 12) Click Agree.
- 13) Click Submit My FAFSA Now

**Congratulations! You have successfully updated your 2019 Tax Information by using the IRS Data Retrieval Tool.**

\*\*If you were unable to successfully transfer your 2019 Federal Income Tax information by using the IRS Data Retrieval process you will be REQUIRED to submit a copy of your 2019 Federal Tax Return Transcript or a signed copy of the 2019 income tax return and applicable schedules to the Office of Financial Aid. You may request a copy of your 2019 Federal Income Tax Return Transcript by calling 1-800-908-9946 or online at the following website:

<https://sa1.www4.irs.gov/irfof-tra/start.do>