



Financial Aid Office

3094 Indian Circle, Marianna, Florida 32446
E-mail - financialaid@chipola.edu
Tel:850-526-2761 Fax:850-718-2427

2023-2024 Verification Worksheet
Independent Student

Your 2023-2024 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 may ask you to 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 your spouse, if applicable 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. Independent Student's Information

Form with fields for Last Name, First Name, M.I., Last 4 of SSN#, Street Address, Chipola ID#, City, State, Zip Code, Date of Birth, Home/Cell Phone Number, and Email Address.

B. Independent Student's Family Information

List below the people in your household. Include:

- Yourselves
Your spouse, if you are married.
Your children, if any, if you will provide more than half of their support from July 1, 2023 through June 30, 2024, or if the child would be required to provide your information if they were completing a FAFSA for 2023-2024.
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 through June 30, 2024.

Include the name of the college for any household member who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2023, and June 30, 2024. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.

Table with 5 columns: Full Name, Age, Relationship, College, Will be Enrolled at Least Half Time. Includes an example row for Missy Jones.

**C. Student and or/Spouse Tax and Income Information**

Please read carefully and follow the instructions below:

**2021 Federal Tax filing status:**

**Student** \_\_\_\_\_ Filed or Will File \_\_\_\_\_ Not Filing

**Spouse** \_\_\_\_\_ Filed or Will File \_\_\_\_\_ Not Filing

**Federal Tax Filers: For more detailed instructions on how to request Tax Transcripts please go to [www.chipola.edu/financialaid](http://www.chipola.edu/financialaid)**

The best way to verify income is by using the IRS Data Retrieval Tool which is located within the FAFSA On the Web correction process. Go to [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) log in to the student’s FAFSA record select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form there, Follow the instructions to determine if the student/and or parent is eligible to use the IRS Data Retrieval Tool to transfer 2021 IRS income tax information into the student’s FAFSA.

If the student and /or spouse is unable to use the IRS Data Retrieval Tool then the student must submit to the School a 2021 IRS tax return transcript for the requested filer. To obtain an IRS tax return transcript, go to [www.IRS.gov/transcript](http://www.IRS.gov/transcript) and click on the “Get a Tax Return Transcript” link or call 1-800-908-9946. Make sure to request the “IRS tax return transcript” and not the “IRS tax account transcript.”

**\*\*\* If the student and spouse filed a separate 2021 Income Tax Return, 2021 IRS Tax Return Transcripts must be provided for both\*\*\***

**Non-Filers: For more detailed instructions on how to request Verification of Non-filing Letter please go to [www.chipola.edu/financialaid](http://www.chipola.edu/financialaid)**

If you are not required/or did not file a tax return, but earned some income in 2021, please list the name of the employer below, list the amount earned and attach W2’s.

**You will also need to request from the IRS a Verification of Non-Filing Letter. To request, complete IRS Form 4506-T,checking box 7 on form, available at [www.irs.gov/transcript](http://www.irs.gov/transcript).**

Student		Spouse	
Employer’s Name	2021 Amount Earned (W2’s)	Employer’s Name	2021 Amount Earned (W2’s)
<b>Total</b>		<b>Total</b>	

**DO NOT COMPLETE THE TABLE ABOVE IF YOU FILED A TAX RETURN**

**D. On chart below list all untaxed income received in 2021 for both student and spouse.**

Student/Spouse	CALENDAR YEAR 2021
A	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 Form in Box 12a through 12d, codes D, E, F, G, H, and S. <b>Don't include</b> amounts reported in code DD (employer contributions toward employee health benefits).
B	IRA deductions and payments to self-employed SEP, SIMPLE, Keogh and other qualified plans from IRS Form 1040- Schedule 1 – total of lines 28+32..
C	Child support <b>received</b> for any of your children. Don't include foster care or adoption payments.
D	Tax exempt interest income from IRS Form 1040 – line 2a.
E	Untaxed portions of IRA distributions and pension from IRS Form 1040 – line 4a minus line 4b. <b>Exclude rollovers.</b> If negative, enter a zero here.
F	Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits). <b>Don't include</b> the value of on-base military housing or the value of a basic military allowance for housing.
G	Veterans' non-education benefits, such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/ or VA Educational Work-Study allowance.
H	Other untaxed income not reported in items 44a through 44g, such as workers' compensation, disability benefits, untaxed foreign income, etc. Also include the untaxed portions of health savings accounts from IRS Form 1040 Schedule 1 – line 25. <b>Don't include</b> extended foster care benefits, student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Innovation and Opportunity Act educational benefits, on-base military housing or a military housing allowance, combat pay, benefits from flexible spending arrangements (e.g. cafeteria plans) foreign income exclusion or credit for federal tax on special fuels.

**E. Independent Student's Other Information to Be Verified**

1. Complete this section if someone in the student's household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2021 or 2022 calendar years.

One of the persons listed in Section B of this worksheet received SNAP benefits in 2021 or 2022. If asked by the student's school, I will provide documentation of the receipt of SNAP benefits during 2021 and/or 2022.

2. Complete this section if student and or spouse **PAID (NOT received)** child support in 2021.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Amount of Child Support Paid in 2021
<i>Marty Jones</i>	<i>Chris Smith (example)</i>	<i>Terry Jones</i>	<i>\$6,000.00</i>

**G. Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent must sign and date.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature (Optional)

\_\_\_\_\_  
Date

**Chipola College is an Equal Access/Equal Opportunity Institution**

<http://www.chipola.edu/legal/equity.htm>

**NOTICE: Please be advised that these documents, once completed, may contain privileged and/or confidential information. The completed documents should be returned in a manner that is private and secure.**