

How to Provide Financial Information - Independent

Per Federal Regulations, this information is required for all individuals on the 2023-2024 FAFSA.

W2's

Copies of all 2021 W-2's are required for all individuals

- All students (and spouses) who worked and earned income for 2021 must provide copies of all 2021
 W-2 forms issued to the student/spouse by their employers.
- For those unable to obtain W-2's, you must go to the IRS website (<u>www.irs.gov</u>) and obtain a "2021 Wage and Income Transcript" that will be accepted in lieu of missing W-2's.

-AND-

TAX INFORMATION

(Both the student and the spouse appearing on the FAFSA must provide one of these documents)

1. Update your 2023-2024 FAFSA using the IRS Data Retrieval Tool (DRT)

 Go to <u>studentaid.gov</u>, log into your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. Follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2021 IRS income tax information into the FAFSA.

*NOTE: The DRT does not transfer all data elements to the FAFSA, therefore you may still be required to provide our office with a copy of your tax return (1040, Schedules 1-3, and Schedules C-F) upon request.

2. Provide a signed copy of your 2021 (1040) Tax Return

- Per Federal Guidance beginning 1/9/2021 you may submit a <u>signed copy</u> of your federal (2021) 1040 tax return in lieu of obtaining the Tax Return Transcript. This is to include the federal 1040 (signed), Schedules 1-3, Schedule C, E, and/or F as applicable.
 - o **NOTE:** The tax filer must provide an (actual) signature where indicated OR have a valid Tax Preparer's ID listed on your tax return. An electronic (PIN) signature is not acceptable.

3. Provide a 2021 IRS Tax Return Transcript

- To obtain a 2021 IRS Tax Return Transcript, go to https://www.irs.gov/Individuals/Get-Transcript or call 1-800-908-9946. (You will need your SSN, date of birth, and the address used on your 2021 taxes)
- Make sure to request the "IRS Tax Return Transcript" and **not** the "IRS Tax Account Transcript" for the tax year ending December 31, 2021.

NON-TAX FILERS

Provide a Non-Filing Letter from the IRS as well as copies of all 2021 W-2's

Log onto <u>www.irs.gov/transcript</u> and click on "Request by MAIL" (you may try the "Request Online" option, however, some non-filers have difficulty with this option). Select "Return Transcript", and choose the tax year ending December 31, 2021

<u>OR</u>

- Download the IRS Form 4506-T at www.irs.gov/pub/irs-pdf/f4506t.pdf and follow the instructions on the form.
- 2. All non-tax filers must still provide copies of all 2021 W-2's (see instructions above)



2023 - 2024 Independent Verification

Worksheet

Verification Tracking Group 1 and Institutional Selection

In response to your submission of the 2023-2024 Free Application for Federal Student Aid (FAFSA), the U.S. Department of Education has required the Office of Financial Aid to collect the following information from you. Submission of all of the requested information is required in order to receive federal student aid. Please complete and return these materials to the Office of Financial Aid as quickly as possible.

A. Student's Information

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

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B. Household Information

List below all members of your household; include the name of the college for any household member who will be enrolled <u>at least half-time</u>, 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 SU ID Number at the top.*

Please provide the following information:

- Yourself
- 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 when completing the FAFSA for 2023-2024. Include children who meet either of these criteria, even if they do not live with you.
- 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 from July 1, 2023, through June 30, 2024.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half- Time
Elizabeth Jones (Example)	3	Child	N/A	No
		Self	Shenandoah University	

Check the I	poxes below then submit the corresponding documen requested.		Submit the following documents	
information	or will file a 2021 Federal Income Tax Return and submit by using the: IRS Data Retrieval Tool	tne _ - ot	Provide a 2021 Tax Return Provide a signed copy of	of your (2021) 1040 tax return s, Schedules 1-3, and Schedu
☐ Did the stu	ident file an amended tax return? Yes No	ı	f YES, you must submit:	
		2	2021 Signed 1040X with a	all Schedules as filed AND
		2	2021 Tax Return Transcri	ipt and all W-2's
I did not wo Return.	rk and am not required to file a 2021 Federal Income Tax		Non-Filing letter from the page)	IRS (see instructions on firs
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Student's Name:_____SU ID: ____