2022-2023 verification worksheet

federal student aid programs

UNION COLLEGE
Student Financial Services
sfs@ucollege.edu
402.486.2505

Independent Your application was selected by the U.S. Dept. of Education for review in a process called "verification." In this process, Union's Student Financial Services office will compare information from your FAFSA with data from the IRS and this worksheet. Below are the steps you must do before financial aid can be awarded to you.

1. If you and your parents used the 2020 IRS Data Retrieval tool **(DRT)** when completing your FAFSA and did not make any changes to that information, a 2020 tax return transcript is not necessary.
2. If you and your parents did not use the IRS DRT or you made changes after using the IRS DRT, contact the IRS at **www.irs.gov** or call 1-800-908-9946 to obtain a 2020 tax return transcript. We can also accept a signed copy of the 1040 and accompanying schedules.
3. If your parents did not file or are not required to file an IRS 1040, your parents must provide **Verification of Nonfiling** from the IRS (Form 4506-T, box 7 and box 9 for Dec. 31, 2020) and include a copy of 2020 W-2 forms from all employers.
4. **Complete all sections and sign the worksheet.** You and your parents must sign the worksheet.
5. Submit all required documents to the Student Financial Services office.

Student Information

First name _____ Last name _____

Middle name _____ Union ID number _____

Address (include apt. #) _____

City _____ State _____ Zip code _____

Date of birth: Month_____ Day _____ Year _____ Phone number (with area code) _____

Email address _____

Family Information

Include the following in the household:

- You (the student)
- Your spouse – You are required to provide your spouse's information in all sections of this form and provide verification of tax information for both you and your spouse. If you are divorced or legally separated as of the date the FAFSA was completed, you do not include the spouse's information on this form.
- Your children if (1) you will provide more than half of their support from July 1, 2022 through June 30, 2023, or (2) the children would be required to provide parental information when applying for Federal Student Aid. Do NOT include any foster children or any child you or your spouse are paying child support for.
- Other people currently living with you, if you or your spouse provide and will continue to provide more than half of their support from July 1, 2022 through June 30, 2023.

* Support means gifts, loans, housing, food, clothing, car, money, medical and dental care, paying college costs, etc.

Write the names of ALL household members below. List ages as of date when you applied for the 2022-2023 FAFSA. Also write in the name of the college for any family member, excluding your parents, who will be attending college at least half-time between July 1, 2022 and June 30, 2023, and will be enrolled in a degree, diploma or certificate program. If you need more space, attach a separate page.

Full name	Age	Relationship	College attending in 2022-2023

Student - Complete only if you will not file and are not required to file

☐ I attest that I have not filed an IRS 1040 for 2020 and I am no trequired to file an IRS 1040 for 2020. I have attached all of the W-2 forms I received for 2020.

Spouse - Complete only if you will not file and are not required to file

☐ We attest that we have not filed an IRS 1040 for 2020 and we are not required to file an IRS 1040 for 2020. We have attached all of the W-2 forms we received for 2020.

W-2 information

List the name of all of your employers and the amount earned from each in 2020. Please provide IRS W-2 Form(s) for each employer in 2020 if you did not file taxes in 2020. Include employers even if they did not issue an IRS W-2 Form. If you need more space, attach a separate page.

Student employer	Student earnings

Spouse employer	Spouse earnings

Additional income

Both tax filers and non-tax filers must list any untaxed income received in 2020. **Be sure to enter zeros if no funds were received.** Failure to complete this section will delay the processing of your verification.

Applicants with no taxable income, no earned income or no untaxed income as reported in this section will be required to submit a LOW INCOME VERIFICATION FORM showing how living expenses were met.

Student	Calendar year 2019	Spouse
$	**Untaxed income**	$
	Payments to tax-deferred pensions and savings plans (paid directly or withheld from earnings) including, but not limited to, amounts reported on W-2 Form Box 12a - 12d, codes D, E, F, G, H, S and Box 14.	
$	Housing food, and other living allowances paid to members of the military. Amounts reported on W2 Form Box 14.	$
$	Housing, food, and other living allowances paid to members of the clergy. Amounts reported on W2 Form Box 14.	$
$	Child support received due to divorce, separation or legal requirement. **List the names and ages of the children receiving the child support**	$
	The person's name to whom the support is paid.	
	Address where the children live.	

Signatures

By signing this worksheet, I (we) certify that all the information reported on this worksheet 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.

Student's signature _____ Date _____ Spouse's signature _____ Date _____

UNION COLLEGE

Return by mail or email to:

Union College Student Financial Services, 3800 South 48th Street, Lincoln, NE, 68506

Phone: 402. 486.2505 **Email:** sfs@ucollege.edu