

# DELAWARE VALLEY UNIVERSITY

## 2023–2024 Verification Worksheet Dependent Student – V5

Your 2023–2024 Free Application for Federal Student Aid (FAFSA) was selected for verification, a review process for which the Office of Financial Aid must obtain documentation to ensure accuracy of the information you submitted on your FAFSA. Information on the FAFSA will be compared with the required documents, including this worksheet. If there are differences, your FAFSA may need to be corrected. You and at least one parent must complete and sign this worksheet and return it with all required documents to the Office of Financial Aid **within 25 days** of receipt of this form. The Office of Financial Aid may ask for additional information. If you have questions about verification, contact your financial aid counselor as soon as possible so that your financial aid will not be delayed.

### A. Dependent Student's Information

Last Name	First Name	M.I.	Student ID#
Street Address (include apt.#)			Date of Birth
City	State	Zip Code	
( ) Home Phone Number		( ) Alternate or Cell Phone Number	
Email Address: _____			

### B. Number of Household Members and Number in College (Dependent Student)

Number of Household Members: List below the people in the parents' household. Include:

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2023, through June 30, 2024, or if the other children would be required to provide parental information if they were completing a FAFSA for 2023–2024. Include children who meet either of these standards even if a child does not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other person's support and will continue to provide more than half of that person's support through June 30, 2024.

Number in College: Include below enrollment information about any household member who is, or 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.

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

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</i>	Delaware Valley University	
		<i>Parent</i>		

Note: We 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. Dependent Student's Income Information to Be Verified

#### 1. STUDENT'S TAX FILING STATUS – Tax Year 2021

Have you filed or were you required to file a 2021 U.S. federal income tax return?

Check **ONE**:

\_\_\_\_\_ **YES.** Continue to Step 2.

\_\_\_\_\_ **NO, but I had some earnings from work.** Continue to Step 3. List every employer even if the employer **DID NOT** issue an IRS W-2 Form. Please submit all W-2 and 1099 forms you received.

\_\_\_\_\_ **NO. I had no earnings from work.** Continue to Part D.

#### 2. STUDENT TAX FILERS ONLY: Complete this section if you filed a 2021 IRS income tax return. *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](https://fafsa.gov).*

Check **ONE**:

☐ I **have used** the IRS DRT in *FAFSA on the Web* to transfer 2021 IRS income tax return information into my FAFSA.

☐ I **will use** the IRS DRT in *FAFSA on the Web* to transfer 2021 IRS income tax return information into my FAFSA..

☐ I **did not** or **am unable to use** the IRS DRT in *FAFSA on the Web*, and instead have attached my **2020 IRS Tax Return Transcript**.

A **2021 IRS Tax Return Transcript** may be obtained through:

- **Online Request** – Go to <https://www.irs.gov/Individuals/Get-Transcript> and click “Get Transcript ONLINE”. Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript”.
- **Telephone Request** – 1-800-908-9946
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T

#### 3. STUDENT NONTAX FILERS ONLY – EARNINGS INFORMATION

Complete this section **only if you did not file** and **were not required** to file a 2021 U.S. federal income tax return.

**Please submit to the Financial Aid Office copies of all 2021 W-2 and 1099 forms you received.**

**List every employer even if the employer did not issue an IRS W-2 Form.**

Employer's Name	2021 Amount Earned	IRS W-2 Provided?
(Example) ABC's Auto Body Shop	\$4,500.00	Yes
Total Amount of Income Earned from Work	\$	

### D. Parent's Income Information to Be Verified

**Important Note:** The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2021 or had a change in marital status after December 31, 2021.

#### 1. PARENT TAX FILING STATUS – Tax Year 2021

Did your parent(s) file or were he/she/they required to file a 2021 U.S. federal income tax return?

Check **ONE**:

\_\_\_\_\_ **YES.** If your parents are married and filed separate 2021 IRS income tax returns they cannot use the Data Retrieval Tool and must provide **both 2021 IRS Tax Return Transcripts**. Continue to Step 2.

\_\_\_\_\_ **NO, but he/she/they had some earnings from work** Continue to Steps 3 & 4. List every employer even if the employer **DID NOT** issue an IRS W-2 Form. Please submit all W-2 and 1099 forms they received.

\_\_\_\_\_ **NO, he/she/they had no earnings from work.** Continue to Step 4.

Student's Name: \_\_\_\_\_

DeVal ID#: \_\_\_\_\_

2. Complete this section if your parent(s) filed a 2021 IRS income tax return. *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](https://fafsa.gov).*

**Check ONE:**

- ☐ My parent(s) **have used** the IRS DRT in *FAFSA on the Web* to transfer 2021 IRS income tax return information into my FAFSA.
- ☐ My parent(s) **will use** the IRS DRT in *FAFSA on the Web* to transfer 2021 IRS income tax return information into my FAFSA.
- ☐ My parent(s) **did not** or **are unable to use** the IRS DRT in *FAFSA on the Web*, and instead have attached a **2021 IRS Tax Return Transcript**.

A **2020 IRS Tax Return Transcript** may be obtained through:

- **Online Request** – Go to <https://www.irs.gov/Individuals/Get-Transcript> and click “Get Transcript ONLINE”  
Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript”.
- **Telephone Request** – 1-800-908-9946
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T

If each parent filed separate 2021 IRS income tax returns, both must provide **2021 IRS Tax Return Transcripts**.

**3. PARENT NONTAX FILERS ONLY – EARNINGS INFORMATION**

Complete this section **only if you did not file** and **were not required** to file a 2021 U.S. federal income tax return.

**Please submit to the Financial Aid Office copies of all 2021 W-2 and 1099 forms you received.**

**List every employer even if the employer did not issue on IRS W-2 Form.**

Employer's Name	2021 Amount Earned	IRS W-2 Provided?
<i>Example) ABC's Auto Body Shop</i>	<i>\$4,500.00</i>	<i>Yes</i>
Total Amount of Income Earned from Work	\$	

**4. Provide confirmation of nonfiling which can be obtained from the IRS using Form 4506-T**

**E. High School Completion Status**

Provide one of the following documents that will indicate the student's high school completion status when the student begins college in 2023–2024:

- A copy of the student's high school diploma.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A state certificate or transcript received by a student after the student passed a State-authorized examination (GED test, HiSET, TASC, or other State-authorized examination) that the State recognizes as the equivalent of a high school diploma.
- For students who completed secondary education in a foreign country, a copy of the “secondary school leaving certificate” or other similar document.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- For a homeschooled student in a state where state law requires the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a homeschooled student in a state where state law does not require the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

A student who is unable to obtain the documentation listed above must contact the financial aid office.

**F. Identity and Statement of Educational Purpose  
(To Be Signed at the Institution)**

The student must appear in person at **DELAWARE VALLEY UNIVERSITY** to verify his or her identity by presenting a valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed and the name of the official at the institution authorized to collect the student's ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

**Identity and Statement of Educational Purpose  
(To Be Signed in the Presence of a Notary)**

If the student is unable to appear in person at **DELAWARE VALLEY UNIVERSITY** to verify his or her identity, the student must provide to the institution :

- (a) A copy of the valid unexpired government-issued photo identification (ID) that is acknowledged in the notary statement below or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and
- (b) The original Statement of Educational Purpose, which is provided below, must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this Statement of  
(Print Student's Name)

Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending **DELAWARE VALLEY UNIVERSITY** for 2023-2024.

\_\_\_\_\_  
(Student's Signature)                      (Date)                      (Student's ID Number)

**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

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

*Do not mail this worksheet to the U.S. Department of Education.  
Submit this worksheet to the financial aid administrator at your school.  
You should make a copy of this worksheet for your records.*