



## 2021-2022 Standard Verification Worksheet

### Student Information

Last: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

Last 4 digits of SSN: \_\_\_\_\_ Phone Number: ( ) - \_\_\_\_\_

Email: \_\_\_\_\_

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### Number of Household Members and Number in College

#### Independent Student

**Number of Household Members:** List below the people in the student's household. Include:

- The student.
- The student's spouse, if the student is married.
- The student's or spouse's children if the student or spouse will provide more than half of the children's 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 the student and the student or spouse provides 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, 2022.

Number in College: Include in the space below 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, 2021, and June 30, 2022, and include the name of the 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, 2021, through June 30, 2022, or if the other children would be required to provide parental information if they were completing a FAFSA for 2021–2022. 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, 2022.

Number in College: Include in the space below information about any household member, excluding the parents, 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, 2021, and June 30, 2022, and include the name of the college.

**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.

Full Name	Age	Relationship	College	Enrolled at least half-time (Y or N)
		<b>Self</b>		

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



## 2021-2022 Standard Verification Worksheet

### **Student Tax Filers** **Verification of 2019 Income Information** (Dependent and Independent Students)

**Student Name:** \_\_\_\_\_

**Important Note:** The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2019 or had a change in marital status after December 31, 2019.

**Instructions:** Complete this section if 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 at [FAFSA.gov](https://fafsa.gov).* In most cases, no further documentation is needed to verify 2019 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

**Check the box that applies:**

- ☐ The student 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 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 is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the institution with a **2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules.**
- ☐ Check here if you did not file, will not, and are not required to file a 2019 U.S. Income Tax Return. Attach copies of a W-2 from each employer. If you did not receive W-2 statements, attach a separate page listing each employer and any income received from that employer.

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2019 that indicates a 2019 IRS income tax return was not filed with the IRS or other relevant tax authority, or a signed statement certifying that the individual attempted to obtain confirmation of nonfiling from the IRS or other relevant tax authority and was unable to obtain the required documentation.

- ☐ Check here if confirmation of nonfiling or a signed statement is provided.
- ☐ Check here if confirmation of nonfiling or a signed statement will be provided later.

**A 2019 IRS Tax Return Transcript may be obtained through:**

- **Get Transcript Online** – Go to [www.irs.gov](https://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Get Transcript by Mail** – Go to [www.irs.gov](https://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.

If the student and spouse filed separate 2019 IRS income tax returns, the IRS DRT cannot be used. A **2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 tax return** must be provided for each.

**WARNING: If you purposely give false or misleading information  
you may be fined, be sent to prison, or both.**



## 2021-2022 Standard Verification Worksheet

### **Parent Tax Filers** **Verification of 2019 Income Information** (Dependent Students)

**Student Name:** \_\_\_\_\_

**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 2019 or had a change in marital status after December 31, 2019.

**Instructions:** Complete this section if the parents 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 at [FAFSA.gov](https://fafsa.gov).* In most cases, no further documentation is needed to verify 2019 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

**Check the box that applies:**

- ☐ The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2019 IRS income tax return information into the student's FAFSA.
- ☐ The parents have 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 parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the institution with a **2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules**.
- ☐ Check here if you did not file, will not, and are not required to file a 2019 U.S. Income Tax Return. Attach copies of a W-2 from each employer. If you did not receive W-2 statements, attach a separate page listing each employer and any income received from that employer.

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2019 that indicates a 2019 IRS income tax return was not filed with the IRS or other relevant tax authority.

- ☐ Check here if confirmation of nonfiling is provided.
- ☐ Check here if confirmation of nonfiling will be provided later.

**A 2019 IRS Tax Return Transcript may be obtained through:**

- **Get Transcript Online** – Go to [www.irs.gov](https://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Get Transcript by Mail** – Go to [www.irs.gov](https://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.

If the parents filed separate 2019 IRS income tax returns, the IRS DRT cannot be used. A **2019 IRS Tax Return Transcript(s)** or a signed copy of a Tax Return must be provided for each.



**BLESSING-RIEMAN**

*College of Nursing & Health Sciences*

## **2021-2022 Standard Verification Worksheet**

### **Signatures**

#### **Student**

Signing below certifies that all of the information reported is complete and correct.  
**WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.**

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

#### **Parent**

Signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.  
**WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.**

\_\_\_\_\_  
Parent Signature (Dependent Students)

\_\_\_\_\_  
Date

#### **Return ALL requested documentation by mail or in-person ONLY to:**

Blessing-Rieman College of Nursing and Health Sciences  
Attn: Financial Aid Office  
3609 N. Marx Drive  
Quincy, IL 62301