

## 2023-2024 Verification Worksheet

### WHY YOU HAVE RECEIVED THIS FORM

The government has asked MBU to review your FAFSA for accuracy. This process is called verification. Your aid cannot be processed until all required documentation is received. If there are differences between your FAFSA and the verification documents you provide, we will submit corrections to the government that can change your aid eligibility. Documents requested for verification must be submitted before your aid will be disbursed, and no later than 2 weeks before the end of a semester. You may lose your eligibility for Title IV funds if you fail to submit requested documents by the stated deadline. Contact our office with any questions.

### Student Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_  
 Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
 Student's Home or Cell #: \_\_\_\_\_ Student's Email Address: \_\_\_\_\_

### Household Information

- If you are a **DEPENDENT** on the FAFSA, list **YOURSELF**, your supporting **PARENT(S)** (including stepparents) and **ANYONE ELSE** where
    - your parents provide more than half of that person's support from July 1, 2023 through June 30, 2024, OR
    - that person would be required to provide parental data on his or her own FAFSA.
 DO NOT LIST COLLEGE INFORMATION FOR PARENTS OR STEP-PARENTS of dependent students.
  - If you are an **INDEPENDENT** on the FAFSA, list **YOURSELF**, your **SPOUSE** (if you are married), and **ANY DEPENDENTS** you or your spouse support if it accounts for more than half of their support from July 1, 2023, through June 30, 2024, even if those dependents do not live with you.
- Attach a separate sheet, if necessary, to list additional names, ages, relationships, and college information. Be sure to add the same signatures and dates to the attached pages. Mark this box if you attached a separate page. Yes

Full Name of Household Member	Age	Relationship	Enrolled at least ½ time?	Name of College/University
1. Your name:		Myself	Yes <input type="checkbox"/> No <input type="checkbox"/>	Missouri Baptist University
2.			Yes <input type="checkbox"/> No <input type="checkbox"/>	
3.			Yes <input type="checkbox"/> No <input type="checkbox"/>	
4.			Yes <input type="checkbox"/> No <input type="checkbox"/>	
5.			Yes <input type="checkbox"/> No <input type="checkbox"/>	
6.			Yes <input type="checkbox"/> No <input type="checkbox"/>	
7.			Yes <input type="checkbox"/> No <input type="checkbox"/>	
8.			Yes <input type="checkbox"/> No <input type="checkbox"/>	
9.			Yes <input type="checkbox"/> No <input type="checkbox"/>	
10.			Yes <input type="checkbox"/> No <input type="checkbox"/>	

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Check all boxes that apply under each statement. Attach all requested documents, **including any Schedules that you filed with your taxes.**

- I am a **DEPENDENT** student:
  - Yes, I filed 2021 Federal taxes.
    - 1. I have **used the IRS Data Retrieval Tool** in my FAFSA.
    - 2. I will **go back** to my FAFSA form and **use the IRS Data Retrieval Tool**.
    - 3. I was unable to use the IRS DRT because I **filed an amended return**. Attached is my **SIGNED 2021 IRS Tax Return or Transcript & SIGNED 2021 1040X**.
    - 4. I was unable to use the IRS DRT for another reason. I am attaching my a **SIGNED copy of my 2021 tax return OR a 2021 IRS Tax Return Transcript**.

- OR -

- No, I did not file 2021 Federal taxes.
  - 1. I **did not work** and earn wages in 2021 and did not file taxes.
  - 2. I **worked and earned wages** in 2021, but did not file taxes. - **AND** -
    - 1. I am submitting **copies of W-2s** from each source of employment.
    - 2. I **did not receive any W-2 forms**. My income received is indicated below.

EMPLOYER	TYPE of WORK	AMOUNT RECEIVED in 2021

- Yes, my parent(s) filed 2021 Federal taxes.
  - 1. They have **used the IRS Data Retrieval Tool** in my FAFSA.
  - 2. They will **go back** to my FAFSA form and **use the IRS Data Retrieval Tool**.
  - 3. They were unable to use the IRS DRT because they **filed an amended return**. Attached is their **2021 SIGNED IRS Tax Return or Transcript & signed 2021 1040X**.
  - 4. They were unable to use the IRS DRT because they are **married and filed separately**. I am attaching **copies of their 2021 federal tax returns SIGNED by the tax filer or 2021 IRS Tax Return Transcripts for both parents**.
  - 5. They were unable to use the IRS DRT for another reason. I am attaching one parent's (or both parents', if married) **copies of their 2021 federal tax returns SIGNED by the tax filer or 2021 IRS Tax Return Transcript(s)**.

- OR -

- No, my parent(s) did not file 2021 Federal taxes.
  - 1. I am submitting a **Verification of Non-Filing form**, dated after October 1, 2021, that indicates my parent(s) did not file a 2021 tax return. - **AND** -
    - 1. My parent(s) **did not work** and earn wages in 2021 and did not file taxes.
    - 2. They **worked and earned wages** in 2021, but not enough to be required to file taxes. -**AND**-
      - 1. I am submitting **copies of W-2s** from each source of employment.
      - 2. They **did not receive any W-2 forms**. Any parent income received without W-2s is indicated below.

EMPLOYER	TYPE of WORK	AMOUNT RECEIVED in 2021

- OR -

- I am an **INDEPENDENT** student:
  - Yes, I (and my spouse, if married) filed 2021 Federal taxes.
    - 1. I have **used the IRS Data Retrieval Tool** in my FAFSA.
    - 2. I will **go back** to my FAFSA form and **use the IRS Data Retrieval Tool**.
    - 3. I was unable to use the IRS DRT because I **filed an amended return**. Attached is my **2021 SIGNED IRS Tax Return or Transcript & signed 2021 1040X**.
    - 4. I was unable to use the IRS DRT because I am **married and filed separately**. Attached is a **SIGNED copy of my own and my spouse's 2021 federal tax return SIGNED by the tax filer OR my and my spouse's 2021 IRS Tax Return Transcripts**.
    - 5. I was unable to use the IRS DRT for another reason. Attached is my (and my spouse's, if married) a **SIGNED copy of my own (and my spouse's, if married) 2021 federal tax return SIGNED by the tax filer OR our 2021 IRS Tax Return Transcript(s)**.

- OR -

- No, I (and my spouse, if married) did not file 2021 Federal taxes.
  - 1. I am submitting a **Verification of Non-Filing form**, dated after October 1, 2021, that indicates I did not file a 2021 tax return. I am also submitting one for my spouse, if married. -**AND**-
    - 1. I (and my spouse, if married) **did not work** and earn wages in 2021 and did not file taxes.
    - 2. I (or we) **worked and earned wages** in 2021, but not enough to be required to file taxes. -**AND**-
      - 1. I (or we) am/are submitting **copies of W-2s** from each source of employment.
      - 2. I (or we) **did not receive any W-2 forms**. My (and my spouse's, if married) income received is indicated below.

EMPLOYER	TYPE of WORK	AMOUNT RECEIVED in 2021

To request an official **2021 Tax Return Transcript** OR **Verification of Non-Filing** from the IRS, you may call 1-800-908-9946 or request a transcript online at [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript) - **OR** - you may fill out **THIS FORM** to affirm that you did not and were not required to file taxes. Please [use this tool](#) if you have any question about whether you were required to file Federal 2021 taxes. If you were required to file and did not file, you may be asked to file taxes before this verification can be completed. Please contact Student Financial Services for additional instruction if you or your parent(s)...filed a tax extension, filed an amendment to the tax return, filed a joint return but are no longer married, filed a non-IRS tax return, are a victim of tax-related identity theft (tax-related identity theft is distinct from other types of identity theft).

**Sign This Worksheet** By signing this worksheet, I (we) certify that all the information to qualify for federal financial aid is complete and correct. I understand that purposely giving false or misleading information on this worksheet can result in a fine, jail sentence, or both.

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

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

PRINT STUDENT'S NAME \_\_\_\_\_