

University of La Verne

2023-2024 Verification Worksheet

Office of Financial Aid | 1950 Third Street | La Verne, CA 91750 | Phone: (800) 649-0160 | Fax: (909) 448-1629

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for a process called "Verification". The University of La Verne must compare your FAFSA with the information on this worksheet and other required documents. We are unable to finalize your financial aid until all required verification documents are received. Failure to complete the verification process in a timely manner may result in the loss of aid.

SECTION 1: STUDENT INFORMATION

Last Name First Name La Verne ID Number Phone Number

Parental Information: If applicable for dependent students

Last Name First Name Phone Number

SECTION 2: FAMILY INFORMATION

DEPENDENT STUDENTS

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.

INDEPENDENT STUDENTS

Number of Household Members: List below the people in the 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, 2023, through June 30, 2024, 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, 2024.

Full Name	Age	Relationship	College (if applicable) in 2023-2024*
		<i>Self</i>	<i>University of La Verne</i>

***Number in College:** Include 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, and include the name of the college.

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SECTION 3: STUDENT FINANCIAL INFORMATION FOR 2021

This page applies to the Student. Check only one box.

If the student filed taxes in 2021 check the box that applies:

- ☐ **The student** has used the IRS DRT in *FAFSA on the Web* to transfer 2021 IRS income tax return information into the student's FAFSA. This is the best way to provide the federal tax data. You can go back to your FAFSA and use the retrieval tool now. www.fafsa.gov.
- ☐ **The student** is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead is providing the institution with a 2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules. See page 5 for instructions on obtaining your Tax Return Transcript
- ☐ **The student** is married and filed separate tax return from their spouse. Student will provide the institution with a 2021 IRS Tax Return Transcript(s) or signed copies of the student's and spouse's 2021 income tax returns as applicable. See page 5 for instructions on obtaining your Tax Return Transcript

If the student did not file taxes in 2021 check the box that applies:

- ☐ The student was not employed and had no income earned from work in 2021.
- ☐ The student was employed in 2021, but did not file taxes. Listed below are the names of all employers as well as the amount earned from each employer in 2021. If married, spouse information must be provided as well. Use a separate sheet of paper if necessary to list all employers and amounts earned. Provide a W-2 or equivalent document for each employer.

Complete this box if the student did not file taxes for 2021. If the student is married list spouse employers as well. Remember to provide a W-2 or equivalent document for each employer.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2021
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

Independent Students: If you did not file taxes in 2021 and you are an independent student you must provide the IRS 2021 "non-tax filer letter" which can be obtained at www.irs.gov/individuals/get-transcript. Use the link to "Get Transcript Online" and request "Verification of Non-filing Letter". If you are married and your spouse did not file taxes you must provide the verification of non-filing letter for your spouse as well.

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SECTION 4: VERIFICATION OF 2021 INCOME INFORMATION FOR PARENT TAX FILERS

This page applies to the Parent(s)

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.

If your parents are married and filed a joint tax return in 2021, or your parent is single and filed taxes in 2021 check the box that applies:

- ☐ The parent(s) have used the IRS DRT in *FAFSA on the Web* to transfer 2021 IRS income tax return information into the student's FAFSA. This is the best way to provide the federal tax data. You can go back to the student's FAFSA and use the retrieval tool now. www.fafsa.gov.
- ☐ The parent(s) are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the institution with a 2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and all applicable schedules. See page 5 for instructions on obtaining the Tax Return Transcript

If your parents are married and filed separate tax returns in 2021:

- ☐ Provide a 2021 IRS Tax Return Transcript for each parent or a signed copy of the 2021 income tax return and all applicable schedules. See page 5 for instructions on obtaining the Tax Return Transcript.

If your parent(s) did not file taxes in 2021 check the box that applies and provide the IRS Letter of Non-filing for each parent:

- ☐ My parent(s) was not employed and had no income earned from work in 2021.
- ☐ My parent(s) was employed in 2021, but did not file taxes. Listed below are the names of all 2021 employers for each parent as well as the amount earned from each employer in 2021. You must provide a W-2 or equivalent document for each employer.

Complete this box if your parent(s) did not file taxes. Use a separate sheet of paper if necessary to list all employers for 2021. Remember to provide a W-2 or equivalent document for each employer.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2021
(Example) ABC's Auto Body Shop	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

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SECTION 5: SIGNATURE AND ACKNOWLEDGMENT

By signing this worksheet, I (we) certify that all the information reported on it is complete and correct. Per Department of Education guidelines, I understand that purposely giving false or misleading information on the FAFSA or this worksheet may result in loss of aid and additional penalties including fines, imprisonment, or both.

_____ Student's Signature	_____ Date	_____ Parent's Signature (Dependent Students Only)	_____ Date
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Common Questions

Why am I completing this “Verification” process?

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for a process called “Verification” by the Department of Education. The law says that the University of La Verne must compare your FAFSA with the information on the worksheet and other required documents. We cannot process your financial aid until you submit all the required verification documents. Failure to complete the verification process in a timely manner may result in the loss of aid.

How do I obtain my Tax Return Transcript?

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

- **Get Transcript Online** – Go to 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, 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.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS’s receipt of the telephone request.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS’s receipt of the paper request form.

How do I obtain my non-filing letter?

- Use instructions above for the Tax Return Transcript and request the “Verification of Non-filing Letter” for 2021.

How do I submit my completed documents?

- The most secure way to submit documents is through the Laverne Portal, via the Financial Aid Document upload.
 - From LaVerne.edu use link for La Verne Portal and login.
 - Click on “Upload Financial Aid Documents” (From the green bar menu)
 - Click on “Upload!” to upload documents (right hand side)
 - Click on “Browse...” and locate the document you want to upload. Each document file must be uploaded separately. If a document is too large and cannot be uploaded you will receive an error message

Other options:

- Fax documents to 909-448-1629.
- You may email your documents to finaid@laverne.edu. For your security be sure to encrypt your email, otherwise our system will be unable to retrieve your unsecured documents.

What is next?

Your documents will be reviewed for completeness. Any incomplete documents will be returned and we will require any missing information, please be sure to read through and complete all sections of the worksheet.

Your verification may take up to 21 days to process and complete. If you have any questions feel free to email our department at finaid@laverne.edu or by calling 800-649-0160.

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Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for tax year 2021 must provide a signed copy of the 2021 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS or documentation from the IRS that include the change(s) made by the IRS, in addition to one of the following:

- IRS DRT information on an ISIR record with all tax information from the original tax return;
- A **2021 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; or
- A signed copy of the 2021 IRS Form 1040 and the applicable schedules that were filed with the IRS.

Individuals Who Were Victims of IRS Tax-Related Identity Theft

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return Database View (TRDBV) transcript obtained from the IRS, or if unable to obtain a TRDBV, an equivalent document provided by the IRS or a copy of the signed 2021 income tax return and applicable schedules the individual filed with the IRS; **and**
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

Individuals Who Filed Non-IRS Income Tax Returns

A tax filer who filed an income tax return with a tax authority other than the IRS may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.

Individuals Granted a Filing Extension by the IRS

An individual who is required to file a 2021 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2021, must provide:

- A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2021;
- Verification of Non-filing (VNF) Letter (confirmation that the tax return has not yet been filed) from the IRS dated on or after October 1, 2022 or a signed statement certifying that the individual attempted to obtain the VNF from the IRS and was unable to obtain the required documentation;
- A copy of IRS Form W-2 for each source of employment income received or an equivalent document for tax year 2021 and,
- If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2021.

Note: An individual granted a filing extension beyond the automatic six-month extension may be required to submit tax information using the IRS Data Retrieval Tool, by obtaining a transcript from the IRS, or by submitting a copy of the income tax return and the applicable schedules that were filed with the IRS that lists 2021 tax account information.