



# 2022–2023 Verification Worksheet (V5)

## Dependent Student

Your 2022–2023 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information, the Financial Aid Administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Financial Aid Administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your Financial Aid Administrator as soon as possible so that your financial aid will not be delayed.

### A. Dependent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Martin University Student ID/last 4 SSN
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)		Student's Alternate or Cell Phone Number	

### B. Dependent Student's Family Information

List below the people in your parent(s)' household, include:

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2022, through June 30, 2023, or if the other children would be required to provide parental information if they were completing a FAFSA for 2022-2023. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2023.

Include the name of the college for any household member, excluding your parent(s), who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2022, and June 30, 2023. *If more space is needed, attach a separate page with the student's name and Student ID Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary institutions is inaccurate.

**C. Student (Tax Filers) Income Information to Be Verified**

**Check the box that applies:**

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2020 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 2020 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 school with a **2020 IRS Tax Return Transcript(s)**.

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

- Get Transcript by MAIL – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Get Transcript ONLINE – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax 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.
- 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.

If the student and spouse filed separate 2020 IRS income tax returns, the IRS DRT cannot be used and the **2020 IRS Tax Return Transcript(s)** must be provided for each.

- \_\_\_\_\_ Check here if a **2020 IRS Tax Return Transcript(s)** is provided.
- \_\_\_\_\_ Check here if a **2020 IRS Tax Return Transcript(s)** will be provided later.

2. I am **NOT REQUIRED** by the IRS to file a Federal Income Tax Return

**Check the box that applies:**

- The student was not employed and had no income earned from work in 2020.
- Complete the table below for all 2020 employment. **Attach copies of all 2020 IRS W-2 forms issued to the student from employers.** List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Student ID Number at the top.

Employer's Name	2020 Amount Earned	IRS W-2 Attached?
<i>Muzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

**D. Parent (Tax Filers) Income Information to Be Verified**

**Instructions:** Complete this section if the parents filed or will file a 2020 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](http://FAFSA.gov).* In most cases, no further documentation is needed to verify 2020 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

**Check the box that applies:**

The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2020 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 2020 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 school with a **2020 IRS Tax Return Transcript(s)**.

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

- Get Transcript by MAIL – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
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- 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.

If the parents filed separate 2020 IRS income tax returns, the IRS DRT cannot be used and the **2020 IRS Tax Return Transcript(s)** must be provided for each.

- \_\_\_\_\_ Check here if a **2020 IRS Tax Return Transcript(s)** is provided.
- \_\_\_\_\_ Check here if a **2020 IRS Tax Return Transcript(s)** will be provided later.

**For Parent's Who Are Married:** Please note that a copy of your and your spouse's 2020 W'2 statements are needed in addition to the tax transcript.

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

2. Parent (and spouse, if married) is **NOT REQUIRED** by the IRS to file a Federal Income Tax Return

Check the box that applies:

- The parent was not employed and had no income earned from work in 2020.
- Complete the table below for all 2020 employment. **Attach copies of all 2020 IRS W-2 forms issued to the parent from employers.** List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Student ID Number at the top.

Employer's Name	2020 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

**E. Certification and Signature**

I certify that all of the information reported on this worksheet is complete and correct. The student and parent must sign this worksheet.

**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:  
Financial Aid Office  
Martin University  
2186 N. Sherman Drive  
Indianapolis, IN 46218***

***You should make a copy of this worksheet for your records.***

## Identity and Statement of Educational Purpose

The U.S. Department of Education has selected your 2022-22 FAFSA for verification. You must verify your identity and statement of educational purpose by following these instructions:

### EITHER:

- The student must appear **IN PERSON** at the Martin University Financial Aid Office to verify his or her identity by presenting valid unexpired government-issued photo identification (ID), such as, but not limited to, a driver's license, or other state-issued ID, or passport. Martin University will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of the official at Martin University authorized to collect the student's ID. In addition, the student must sign, in the presence of a Martin University authorized Financial Aid Official, the **Statement of Educational Purpose** below.

### OR:

- If the student is unable to appear in person at the Martin University Financial Aid Office to verify his or her identity, the student must provide:
  - 1) A copy of the valid unexpired government-issued photo identification (ID) that is acknowledged in the notary statement below, such as but not limited to a driver's license, other state-issued ID, or passport; **AND**
  - 2) The original notarized **Statement of Educational Purpose** provided below. **Faxes and scanned copies are NOT acceptable.**

### Statement of Educational Purpose

I certify that I, \_\_\_\_\_ am the individual signing this

Print Student's Name

Statement of 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 Martin University for 2018-19.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
ID #

### Notary's Certification of Acknowledgement

(only needed when student is unable to appear in person at Martin University)

State of \_\_\_\_\_ City/County of \_\_\_\_\_

On \_\_\_\_\_, before me \_\_\_\_\_,

Date

Notary's Name

personally appeared, \_\_\_\_\_, and provided to me

Print Name of Signer

on basis of satisfactory evidence of identification \_\_\_\_\_

(Type of government-issued photo ID provided)

to be the above-named person who signed the foregoing instrument.

**Witness my hand and official seal** \_\_\_\_\_

SEAL

Notary Signature

My Commission expires on \_\_\_\_\_

Date

**FOR OFFICE USE ONLY:** Attach photocopy of ID after verifying identity.

Document Used \_\_\_\_\_ Date Received \_\_\_\_\_ MU Official \_\_\_\_\_

Document Expiration Date \_\_\_\_\_

Please return form to:  
Martin University  
Financial Aid Office  
2186 N. Sherman Drive Indianapolis, IN 46218

## High School Completion Status

Provide one of the following documents to indicate the student's high school completion status when the student begins college in 2022-2023:

- A copy of the student's 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.
- 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 that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- 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 student who was homeschooled in a State where State law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a State where State law does not require the student to obtain a secondary school completion credential for homeschooling (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. Certification and Signature

I certify that all of the information reported on this worksheet is complete and correct. The student and parent must sign this worksheet.

**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.***

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