

## 2023-2024 VERIFICATION FORM - DEPENDENT STUDENT

Student Name						Student ID	
	Last	First	MI				
Student Date of Birth							
Student Telephone #	(    )			Student email			
Parent Telephone #	(    )			Parent email			

**Complete and sign this verification form and return it to Student Financial Services (SFS) as soon as possible** so that your financial aid won't be delayed. If you have any questions, please contact Student Financial Services staff at (570) 372-4450.

The U.S. Department of Education has selected your FAFSA for review in a process called "verification." SU is required to collect information in this format to confirm that you have entered correct information on your FAFSA. Your financial aid cannot be processed until all requested information is received. Failure to complete verification by the last enrolled day of the award period will result in a loss of aid. This review must be conducted under the financial aid program rules (34 CFR, Part 668). **Please note that the Verification process will not be complete until all required documentation is received**

Successful completion of the Verification process requires that families provide income information for both the student AND the student's parent(s).

**For tax filers** - If you did **not** submit your 2023-2024 FAFSA using the IRS Data Retrieval Tool (DRT), you must obtain and provide:

- A copy of your 2021 Tax Return, including schedules 1, 2, and 3 (if filed), and signed by the tax payer or containing tax preparer information -OR-
- A copy of your 2021 IRS Tax Return Transcript
  - Call the IRS at 1-800/908-9946, or go to <http://www.irs.gov/Individuals/Get-Transcript>, to order.

**For Parent non-tax filers** - Obtain a Confirmation of Non-Filing from the IRS by submitting [Form 4506-T](#) to the IRS (**check box 7**). **Each** non-filing parent in the household must provide this confirmation.

### FAMILY INFORMATION

List the people in **your parent's household**. Include the following:

- your parents (including stepparent) and yourself, even if you don't live with your parents, **and**
- your parents' other children, even if they don't live with your parents, if: (a) your parents will provide more than half of their support from July 1, 2023, through June 30, 2024, **AND** (b) the children are under age 24 and neither married nor veteran of the armed services **and**
- other people if they now live with your parents **AND** your parents provide more than half of their support **AND** will continue to provide more than half of their support from July 1, 2023, through June 30, 2024.

Also write in the name of the college for any household member who will be attending college at least half-time between July 1, 2023 and June 30, 2024, **AND** will be enrolled in a degree, diploma, or certificate program. Attach additional sheet if necessary.

Full Name	Age	Relationship	College
		Self (You/Student)	Susquehanna University

STUDENT NAME: \_\_\_\_\_

**TAX FILING AND INCOME INFORMATION**

**Student:** Were you required to file a 2021 Federal Income Tax Return? Check **one box** below.

- YES.** You must provide income information on the FAFSA using the IRS data retrieval tool, **OR** provide an IRS tax return transcript. **\*\*Do NOT sign and date under the "NO" statement if checking "YES"\*\*\***
- NO.** Sign at the end of the following statement, complete the table below, and attach all W-2s: **I certify that I did not and will not file a federal tax return for calendar year 2021. I further certify that I have given accurate and complete account of all taxable earnings and non-taxable benefits. I have included money received or paid on my behalf during calendar year 2021.**  
*Student signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

Employer name	2021 Wages

**Parent(s):** Were you required to file a 2021 Federal Income Tax Return? Check **one box** below.

- YES.** You must provide income information on the FAFSA using the IRS Data Retrieval Tool (DRT) **OR** provide necessary documentation outlined on pg. 1 of this form. **\*\*Do NOT sign and date under the "NO" statement if checking "YES"\*\*\***
- NO.** Sign the following statement, complete the table below and attach all W-2s. You must also provide a Confirmation of Non-Filing from the IRS by submitting Form 4506-T to the IRS (check box 7). **I certify that I did not and will not file a federal tax return for calendar year 2021. I further certify that I have given accurate and complete account of all taxable earnings and non-taxable benefits. I have included money received or paid on my behalf during calendar year 2021.**  
*Parent signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

Employer name	2021 Wages

**CERTIFYING SIGNATURES**

We certify that all the information reported on this worksheet is complete and correct.

**Warning:** If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Please return by mail or fax:  
Student Financial Services  
Susquehanna University  
514 University Ave.  
Selinsgrove, PA 17870  
FAX: 570/372-2722