

## KING'S COLLEGE 2023-2024 V1 VERIFICATION WORKSHEET

Your 2023/2024 Free Application for Federal Student Aid (FAFSA) was selected for a process known as verification. We are required to compare information from your FAFSA with information/documentation you provide on this worksheet for accuracy. If there are differences, we are required to update your FAFSA. Submit all requested documentation with this worksheet to reduce processing time. **You will not receive federal aid until all verification requirements are met.**

### Student Information:

Last Name	First Name	Student ID
Permanent Home Address (Include Apt. number)		Date of Birth
City	State	Zip Code
		Phone Number (include area code)

### Household Information:

I am:

- ☐ **Single/never married**
- ☐ **Married or remarried**
- ☐ **Separated**
- ☐ **Divorced or widowed**

### 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, 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.

**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, 2023, and June 30, 2024, 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. If more space is needed, provide a separate page with the student's name and ID number at the top.

Line	Full Name	Age	Relationship to Student	Name of College Attending in 2023-2024	Will be Enrolled at Least Half Time? (Yes or No)
1			<i>Self</i>	King's College	
2			<i>Spouse, if married</i>		
3					
4					
5					

## 2021 Filing Requirements for Most Taxpayers

If your filing status is...	AND at the end of 2021 you were....	Then file a return if your gross income was at least...
Single	under 65	\$12,550
	65 or older	\$14,250
Married filing jointly	under 65 (both spouses)	\$25,100
	65 or older (one spouse)	\$26,450
	65 or older (both spouses)	\$27,800
Married filing separately	any age	\$5
Head of household	under 65	\$18,800
	65 or older	\$20,500
Qualifying widow(er)	under 65	\$25,100
	65 or older	\$26,450

### Student Income Information:

Check one of the options below and provide the information requested:

☐ I was not employed in 2021 and was not required to file a 2021 Federal Income Tax Return.

- Submit a 2021 IRS Verification of Non-Filing Letter with this form. Please refer to the check list at the end of this form for instructions on obtaining this letter.

☐ I was employed in 2021 and was not required to file a 2021 Federal Income Tax Return.

- List all employers and amounts earned in 2021. Submit all W-2's with this form.
- Submit a 2021 IRS Verification of Non-filing Letter with this form. Please refer to the check list at the end of this form for instructions on obtaining this letter.

☐ I did not work in 2021 but have filed a 2021 Federal Income Tax Return.

☐ I was employed in 2021 and have filed a 2021 Federal Income Tax Return.

- List all employers and amounts earned in 2021. Submit all W-2's with this form.

☐ I own my own business or worked as an independent contractor in 2021 and have filed a 2021 Federal Income Tax Return. Please list the name of your business or your employers and the amount earned in 2021. If you own a business submit schedules C, E, and or K-1 (IRS form 1065) with all applicable schedules.

**Name of business/employer(s):**

**Amount earned in 2021 (box 1 of W2)**

	\$ <span style="border-bottom: 1px solid black; display: inline-block; width: 150px;"></span>
	\$ <span style="border-bottom: 1px solid black; display: inline-block; width: 150px;"></span>
	\$ <span style="border-bottom: 1px solid black; display: inline-block; width: 150px;"></span>
	\$ <span style="border-bottom: 1px solid black; display: inline-block; width: 150px;"></span>

**If you filed a 2021 tax return and did not use the IRS Data Retrieval Tool on your FAFSA, then you must provide the institution with a 2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules. Please review the instructions on the last page of this worksheet to obtain an IRS transcript.**

## Spouse Income Information

**Spouse Name:** \_\_\_\_\_

Check one of the options below and provide the information requested:

☐ I was not employed in 2021 and was not required to file a 2021 Federal Income Tax Return.

- Submit a 2021 IRS Verification of Non-Filing Letter with this form. Please refer to the check list at the end of this form for instructions on obtaining this letter.

☐ I was employed in 2021 and was not required to file a 2021 Federal Income Tax Return.

- List all employers and amounts earned in 2021. Submit all W-2's with this form.
- Submit a 2021 IRS Verification of Non-filing Letter with this form. Please refer to the check list at the end of this form for instructions on obtaining this letter.

☐ I did not work in 2021 but have filed a 2021 Federal Income Tax Return.

☐ I was employed in 2021 and have filed a 2021 Federal Income Tax Return.

- List all employers and amounts earned in 2021. Submit all W-2's with this form.

☐ I own my own business or worked as an independent contractor in 2021 and have filed a 2021 Federal Income Tax Return. Please list the name of your business or your employers and the amount earned in 2021. If you own a business submit schedules C, E, and or K-1 (IRS form 1065) with all applicable schedules.

**Name of business/employer(s):**

**Amount earned in 2021 (box 1 of W2)**

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**If you filed a 2021 tax return and did not use the IRS Data Retrieval Tool on your FAFSA, then you must provide the institution with a 2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules. Please review the instructions on the last page of this worksheet to obtain an IRS transcript.**

## FINAL CHECK LIST

To prevent delays in verification processing, please take a moment to review the check list below to make sure you have completed the verification worksheet entirely and that you have included the applicable documents.

\_\_\_ Complete the entire worksheet.

\_\_\_ Submit all 2021 W2's.

\_\_\_ Attach all applicable schedules (schedule C, E, K-1 [IRS form 1065] 1, 2, 3).

\_\_\_ Attach a 2021 tax return transcript or signed copy of your 2021 tax return if you did not use the IRS Data Retrieval Tool.

**\*\*Images (JPEG, GIF, PNG) of documents WILL NOT BE ACCEPTED.**

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### If your parent(s) did not file a 2021 tax return:

You must attach a 2021 IRS Verification of Non-Filing Letter if your parent(s) were not required to file 2021 Federal Income Taxes. **You must request this letter from the IRS.**

You must request this letter by fax or mail using IRS form 4506-T included with this worksheet. Boxes 7 and 9 have been pre-filled for your convenience. Complete the remainder of this form making sure to sign and date at the bottom. Mail it or fax it to the correct address/fax number as listed under "Chart for all other transcripts" on page 2 of the form. **The IRS will send you the Verification of Non-Filing Letter which you will submit to King's College with this form.**

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If you and/or your parents filed a 2021 Federal Income Tax Return and did not use the IRS Data Retrieval Tool on the FAFSA you must submit a 2021 Tax Return Transcript from the IRS or a signed copy of your 2021 tax return(s). If the parents filed separate 2021 IRS income tax returns, the IRS DRT cannot be used and the 2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules must be provided for each.

A 2021 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by Mail** – Go to [www.irs.gov](http://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.
- **Get Transcript Online** – Go to [www.irs.gov](http://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.
- **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.

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### Certifications and Signatures:

**Each person signing below certifies that all 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.**

**\*\*Images (JPEG, GIF, PNG) of documents WILL NOT BE ACCEPTED.\*\***

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Student Signature

Date

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Parent Signature

Date