

## 2022-2023 Verification Worksheet

Student Name: \_\_\_\_\_ Heidelberg OASIS ID: \_\_\_\_\_

Parent Contact Information (if dependent):

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Your 2022-23 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that we must confirm the information you reported on your FAFSA. To verify that you provided correct information, we 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 by Heidelberg.

### **STEP 1: Family Information**

Write the names of all family members in your household. List the name of the College if this family member will attend at least half time between July 1, 2022 and June 30, 2023 and will be enrolled in a degree or certification program.

Dependent Students: List the people that your parents will support between July 1, 2022 and June 30, 2023. Include yourself, your parents, and your parents' dependent children (if your parents provide more than half support).

Independent Students: List the people that you (and your spouse) will support between July 1, 2022 and June 30, 2023. Include yourself, your spouse, and your dependent children (if you provide more than half of their support).

Full Name	Age	Relationship	College in 2022-2023

### **STEP 2: Tax Filers (check all that apply)**

Parent(s) have used the IRS Data Retrieval Tool to transfer 2020 IRS income tax information into the FAFSA.

Student has used the IRS Data Retrieval Tool to transfer 2020 IRS income tax information into the FAFSA.

**OR**

Parent(s) will "Get Transcript" through mail or online from the IRS at [www.irs.gov/transcript](http://www.irs.gov/transcript) Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript." Forward to Heidelberg once received.

Student will "Get Transcript" through mail or online from the IRS at [www.irs.gov/transcript](http://www.irs.gov/transcript) Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript." Forward to Heidelberg once received.

**OR**

Parent(s) will submit a signed copy of 2020 IRS Federal Tax Return

Student will submit a signed copy of 2020 IRS Federal Tax Return



310 E. Market St. | Tiffin, OH 44883

419.448.2293 | [financial-aid@heidelberg.edu](mailto:financial-aid@heidelberg.edu)

**COMPLETE BOTH SIDES**

**STEP 3: For Parent Non-Tax Filers (in the household)**

\_\_\_\_\_ Neither parent was employed, and neither had income earned from work in 2020.

\_\_\_\_\_ One or both parents were employed in 2020 and have listed in the following chart the names of all employers, the amount earned from each employer in 2020, and whether an IRS W-2 form or an equivalent document is

Parent Source of Income	2020 Earnings	W2 Status
		<input type="checkbox"/> Did not receive W2 <input type="checkbox"/> W2 attached
		<input type="checkbox"/> Did not receive W2 <input type="checkbox"/> W2 attached

provided.

Provide documentation from the IRS for each parent that indicates a 2019 IRS income tax return was not filed with the IRS. Go to [www.irs.gov](http://www.irs.gov) to print form 4506-T and request Verification of Nonfiling (number 7).

**STEP 4: For student Non-Tax Filers**

\_\_\_\_\_ Student certifies that they have not filed and are not required to file a 2020 Income Tax Return.

**If you will not file**, but did earn income; please list below all sources of income for 2020. **Please attach W2.**

**Independent students** must provide documentation from the IRS that indicates a 2020 IRS income tax return was not filed with the IRS. Go to [www.irs.gov](http://www.irs.gov) to print form 4506-T and request Verification of Nonfiling (number 7).

Student Source of Income	2020 Earnings	W2 Status
		<input type="checkbox"/> Did not receive W2 <input type="checkbox"/> W2 attached
		<input type="checkbox"/> Did not receive W2 <input type="checkbox"/> W2 attached

**STEP 5: Signatures**

By signing this worksheet, I (we) certify that all the information reported to qualify for Federal student aid is complete and correct. (If dependent, at least one parent must sign.) **WARNING:** If you purposely give false or misleading information on this worksheet you may be fined, sentenced to jail, or both.

_____	_____	_____	_____
Student's Signature	Date	Parent Signature	Date

**RETURN TO:**

**Office of Financial Aid**  
 Heidelberg University  
 310 E. Market St.  
 Tiffin, OH 44883  
 (T) 419.448.2293  
 (F) 419.448.2296



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