

Benedictine College – Financial Aid

2023–2024 Independent Verification Worksheet – V1

Your 2023–2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states that before awarding Federal Student Aid, we may ask you to confirm the information you and your spouse reported on your FAFSA. To verify the information you provided, please complete the questions below, student and spouse signature, and mail or fax the form with any required documents to the Financial Aid Office. **Please turn in all documents requested ASAP to avoid delays in processing your Financial Aid.** If you have questions regarding verification, contact us at 913-360-7484 or finaid@benedictine.edu.

A. Student's Information

Student's Last Name	First Name	M.I.	Student's Last 4 of SSN
Student's Street Address (include apt. no.)			Student's Benedictine School ID#
City State Zip Code			Student's Phone Number

B. Family Information

Include on the chart below:

- Yourself
- Your spouse
- Your children

Include other people as part of your family only if:

- 1- They lived with you and received more than half their support at the time you completed your FAFSA AND
- 2- They will continue to receive more than half their support from you from July 1, 2023 through June 30, 2024.

Full Name	Age	Relationship	Name of College	Enrolled at least half time
		Self	Benedictine College	Yes
		Spouse		

Of those listed above, write in the name of the college for any family member who will be enrolled at least half time in a degree or certificate program between July 1, 2023 and June 30, 2024. Note: If you need more space, attach a separate page.

C. Verifying Taxable Income

You can use either the IRS Data Retrieval Tool through your FAFSA, **OR** you can submit a **SIGNED** copy of your complete 2021 federal tax return, including all schedules and attachments. Since the information we are requesting is from 2021, your tax information should be readily available. (If you have not yet filed your 2021 federal tax return, please contact our office.) Below is some helpful information about using the IRS Data Retrieval Tool, it is easy to use but if you are not successful with it, please submit your signed copy of your federal tax return as instructed above.

IRS Data Retrieval Tool (DRT):

Go to studentaid.gov and indicate that you want to make a correction to your FAFSA. Navigate to the "Income" section. If you check that the tax return is already completed, the FAFSA will prompt you about using the IRS Data Retrieval Tool. You will not be able to use the DRT if:

- Your tax filing status is Married Filing Separately
- You have divorced after the tax filing year
- You filed a foreign tax return

FAFSA will link you to the IRS web site where you will need the SSN of the first person listed on the tax return. Follow the directions. After the tax information is transferred back to your FAFSA, remember to hit save and submit so our office will receive your new FAFSA. You may do this for student taxes that were filed as well.

Important Note: The instructions below apply to the student and spouse if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2021 or had a change in marital status after December 31, 2021.

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Student/Spouse Tax/Income Information

Please check the box that applies:

- I/we **did** file a **2021** federal tax return and I have used the **IRS DRT** to retrieve and transfer my **2021** IRS income tax return income information into my 2023-2024 FAFSA.
- I/we **did** file a **2021** federal tax return and will submit a **SIGNED** copy of the complete **2021** federal tax return to the Financial Aid Office.
- I/we **did not** file and were not required to file a **2021** federal tax return. You will need to log into www.irs.gov/transcript and click “Get Transcript Online” to request the Verification of Non-filing form for tax year ending 12/31/2021 for the student and or spouse that did not file a **2021** federal tax return and provide that document along with this verification. If unable to register with the IRS for the form please notify our office for assistance.

IF YOU DID NOT FILE A TAX RETURN, PLEASE ALSO COMPLETE:

- I/we were **not** employed and had not income earned from work in **2021**.
- I/we **were** employed in **2021** and earned income. Complete the chart below listing all employers, the amount earned from each and attach all W-2(s).

Employer Name	2021 wages earned	W-2 required
Suzy’s Auto Body Shop (example)	\$2,000.00	Yes
		Yes
		Yes
		Yes

D. 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 on this worksheet, you may be fined and/or sentenced to jail.**

Student’s Signature

Date

Spouse’s Signature

Date

Please mail to: Benedictine College Financial Aid Office 1020 N 2nd Street Atchison, KS 66002
Or Fax: 888-837-6765