

STANDARD VERIFICATION (V1) WORKSHEET

2023-2024



Federal Student Aid Programs

Your Free Application for Federal Student Aid (FAFSA) was selected for verification. This process is used to compare your FAFSA information to your financial documents. This is a federal requirement under 34CFR. If there are any differences, corrections will be made to the FAFSA and sent to the U.S. Department of Education for confirmation.

What you must do:

- Complete all sections of this form according to your dependency status in Blue or Black ink only. **Incomplete worksheets cause delays and will be returned for completion.**
- You and **one parent** must complete and sign this form (**for dependent students only**).
- Bring, fax, or mail your completed form to the UAPB Student Financial Services Office.
- Do not make any additional income/ household size/ number in college corrections to the FAFSA once this form has been submitted.
- Contact the UAPB Student Financial Services Office if you have questions completing this form.

The final deadline to complete the verification process is established by the Federal government and published in the Federal Register on an annual basis- www.federalregister.gov.

A. STUDENT INFORMATION

Student Name	UAPB SID#
UAPB Email	Phone Number (Include area code)
Permanent Address	
City/State/Zip	Birthdate

B. HOUSEHOLD INFORMATION

DEPENDENT STUDENT:

- I am considered a dependent student, as defined on the FAFSA, and must provide parental information on the FAFSA.

All household members include:

- Yourself
- Your parent(s) even if you don't live with your parent(s) (including a step-parent, biological parents who live together but are not married, same sex parents that are married, as recognized by state or foreign country).
- Your parent's (s) other children if your parent(s) will provide more than half of their support from July 1, 2023 through June 30, 2024, or if the other children would be required to provide parental information if they were completing a FAFSA for 2023-2024. Include children who meet either of these standards,
- Other people only if they now live with your parent(s), and your parent(s) will 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.

INDEPENDENT STUDENT:

- I am considered independent, as defined on the FAFSA, which does not require parental information on the FAFSA.

All household members include:

- Yourself
- Your spouse, if married. Must include same sex spouses as recognized by state or foreign country.
- Your children, if any, if you will provide more than half of their support from July 1, 2023 through June 30, 2024, or if the child would be required to provide your information if they were completing a FAFSA for 2023-2024. Include children who meet either of these standards, even if they do not live with you.
- Other people if they now live with you and you 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.

- List the names and ages of **ALL** household member(s) as defined above, in the space(s) provided below, beginning with (**You**) the student. Also, write the name of the college for any household member who will attend college at least half-time between July 1, 2023 and June 30, 2024 and will enroll in a degree, diploma, or certificate program (please include your parent(s) in the section below, but **do not** include their **college** information in the box below). **If more space is needed, attach a separate page.**

Student's Name	Age	Relationship	Attending College	College or University
		SELF	Yes	University of Arkansas Pine Bluff
Family Members	Age	Relationship to Student		College or University
		Parent 1	N/A	N/A
		Parent 2	N/A	N/A

C. INCOME TAX FILING STATUS

Please READ and FOLLOW all given instructions and complete the chart provided below.

Dependent students- must have parent information; therefore, **TWO** boxes must be selected in the chart below. One for the student and one for the parent.
Independent students- must select **ONE** box in the chart below.

- **FOR THOSE WHO FILED A 2021 FEDERAL TAX RETURN-** A faster, more effective way to verify income is by using the IRS Data Retrieval Tool that is part of the **FAFSA on the Web**. To access this option log back into your 2023-2024 FAFSA at www.FAFSA.gov. If you are unsuccessful with this option, you must attach a copy of your **2021 IRS Tax Return Transcript** or a signed copy of your filed 2021 Federal Tax Return to this form. "To obtain an IRS Tax Return Transcript, go to www.IRS.gov and under the **Tools Heading** select "Get Transcript of Your Tax Records" then select "Get Transcript by Mail", then request the "IRS Tax Return Transcript", **OR** call 1 (800) 908-9946.
- **FOR THOSE WHO DID NOT FILE A 2021 FEDERAL TAX RETURN-** Please attach copies of all 2021 IRS W-2 **AND** 1099 forms. ***Note*- Independent students, and parent(s) if you are dependent, must submit the "IRS Verification of Non-Filing Letter" (VNF) or other documentation from the IRS dated on or after October 1, 2022 that indicates a 2021 IRS income tax return was not filed.** Copies of both documents can be requested online at www.IRS.gov OR by calling 1-800-829-1040 **OR** by completing IRS form 4506-T, box 7.

STUDENT	PARENT	PLEASE READ THIS SECTION CAREFULLY		
<input type="radio"/>	<input type="radio"/>	I used the IRS Data Retrieval Tool while completing the FAFSA and transferred my 2021 income information to the FAFSA and did not make any additional changes to the information.		
<input type="radio"/>	<input type="radio"/>	I was unable to use the Data Retrieval Tool, and will attach a signed copy of my filed 2021 Federal Tax Return document to this form (check applicable forms below): () Tax Return Transcript () Signed Federal 1040 Tax Return with all applicable schedules (ie.1-6) <ul style="list-style-type: none"> • Copies of Account Transcripts cannot be accepted • If you/ your spouse (if independent) or parents (if dependent) have filed separate returns, copies from each individual must be submitted for processing. 		
<input type="radio"/>	<input type="radio"/>	I filed a tax return and later amended my taxes. <ul style="list-style-type: none"> • Copies of signed 2021 Federal Tax Return or Tax Return Transcript AND a signed copy of the 1040X form are attached to this form. 		
<input type="radio"/>	<input type="radio"/>	I was not employed, did not have earnings, and was not required to file an IRS Federal Tax Return in 2021. <ul style="list-style-type: none"> • Request a 2021 "Verification of Non-Filing Letter" dated on or after 10/1/2022 for you/ your spouse (if independent) or parent(s) (if dependent) from the IRS and attach it to this form. To order a free VNF Letter, please visit www.IRS.gov and complete form 4506-T, check Box 7. 		
4c	4c	I was employed and had income, but was not required to file a 2021 Federal Tax Return. <ul style="list-style-type: none"> • Complete the Chart below: List all employer(s) and the amount that was earned in 2021. • Attach copies of all 2021 W-2 and 1099 Forms. • Request a 2021 "Verification of Non-Filing Letter" dated on or after 10/1/2022 for you/ your spouse (if independent) or parent(s) (if dependent) from the IRS and attach it to this form. To order a free VNF Letter, please visit www.IRS.gov and complete form 4506-T check Box 7. 		
Non-Tax Filers with 2021 earnings are federally required to submit a copy of all W-2(s) and 1099 forms from each employer with this form.				
COMPLETE CHART ONLY IF BOX 4C ABOVE IS CHECKED	Employer's Name		2021 Amount Earned	IRS W-2 Attached?

*If additional space is needed please attach

D. SIGNATURES

- * Manually sign with a ballpoint pen.
- * Forms with digital/electronic/typed signatures cannot be accepted and will be returned.

Each person signing certifies that all the information reported is complete and correct. The student and at least one parent whose information was reported on the 2023-2024 FAFSA must sign and date this worksheet.				Warning: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.
Student	Date	Parent	Date	