



2023-2024 Verification Worksheet

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm information you and/or your parents reported on your FAFSA. Your FAFSA, the information on this worksheet and any other required documents will be compared. If there are differences, corrections may be required. You may be asked for additional information. Try to complete verification as soon as possible, so that your financial aid won't be delayed. **Talk to your financial aid administrator if you have questions about completing this worksheet.**

What you should do:

1. Collect your (and your spouse's or parents') financial documents (**signed Tax Return or IRS Tax Return Transcript, W-2's**, etc.). To obtain a 2021 IRS Tax Return Transcript, visit www.irs.gov and click on "Get Your Tax Record" link, or call 1-800-908-9946 to request an **IRS Tax Return Transcript by Mail**.
2. **Complete the sections below and sign the worksheet** - (and your parent if appropriate).
3. **Take the completed worksheet, tax forms, and any other documents to LCU Financial Assistance.**

A. Student Information

Last Name *First Name* *M.I.*

Social Security Number

Address (include apt. #)

Date of birth

City *State* *Zip Code*

Phone Number (include area code)

B. Family Information

Independent Students: List the people in your household. Include: **yourself**, and **if married, your spouse** and **your children**, if you will provide more than half of their support from July 1, 2023 through June 30, 2024 and **other people** if they now live with you, and you will provide more than half of their support and will continue to provide more than half of their support through June 30, 2024.

Dependent Students: List the people in your parent(s) household. Include: **yourself**, your **parent(s)** (include stepparent) even if you don't live with the parents, your parent(s) **other children**, even if they don't live with your parents(s), but your parent(s) will provide more than half of their support from July 1, 2023 through June 30, 2024, OR if the children would be required to provide parental information when completing a FAFSA for 2023-2024, and **other people** if they now live with your parent(s), and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2024.

First, list the names of **all** household members; be sure to include **yourself**. **Second**, write in the name of the college for any family member **who 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. If you need more space, attach a separate page. **** Note: We may require enrollment verification if we have reason to believe this information is inaccurate.**

Full Name	Age	Relationship	College
<i>Example: Martha Jones</i>	<i>24</i>	<i>Wife</i>	<i>City University</i>
		Self	Lubbock Christian Univ.

(over)

C. Tax Forms and Income Information

1. Check the appropriate statement below and provide the requested information and documents.

- **I used the IRS Data Retrieval Tool to transfer my 2021 income information to the FAFSA. Attach copies of all 2021 IRS Tax Return Transcripts or a signed 2021 Tax Return.** To request a copy of your 2021 Tax Transcript, you may call the IRS at 1-800-908-9946 or at www.irs.gov click on "Get Your Tax Record".
- **I did not (or could not) transfer my 2021 income information to the FAFSA using the IRS Data Retrieval Tool. Attach a copy of all 2021 IRS Tax Return Transcripts or a signed 2021 Tax Return.** To request a copy of your 2021 Tax Transcript, you may call the IRS at 1-800-908-9946 or at www.irs.gov click on "Get Your Tax Record". Click the **Get Transcript by Mail** button *to receive the tax return transcript*.
- **I DID NOT AND WAS NOT required to file a 2021 Federal Income Tax Return.** Please list below the names of all employer(s) and the amount of income earned from each during 2021, and **attach copies of all 2021 W-2 forms**.

Source of Income (Employer)	Student	Parent(s)	Spouse (if married)
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

2. Verification of Non-Filing:

A. Complete this section if you, your spouse or your parents will not file a 2021 tax return and are not required to file a tax return with the IRS.

_____ The student and/or spouse were not employed, and neither had income earned from work in 2021.

_____ The student and/or spouse were employed in 2021 and have listed the names of all employers, the amount earned from each employer in 2021 above. (*Please provide copies of all 2021 IRS W-2 forms issued to the student and/or spouse by their employers.*) List every employer even if the employer did not issue an IRS W-2 form.

_____ Neither parent was employed, and neither had income earned from work in 2021.

_____ One or both parents were employed in 2021 and have listed the names of all employers, the amount earned from each employer in 2021 above. (*Please provide copies of all 2021 IRS W-2 forms issued to the parents by their employers.*) List every employer even if the employer did not issue an IRS W-2 form.

B. Provide the Verification of Non-Filing (VNF) Letter from the IRS or other relevant tax authority dated on or after October 1, 2022 that indicates a 2021 IRS income tax return was not filed with the IRS or other relevant tax authority, or a signed statement certifying that the individual attempted to obtain confirmation of non-filing from the IRS or other relevant tax authority and was unable to obtain the required documentation.

_____ Check here if confirmation of non-filing or a signed statement is provided.

_____ Check here if confirmation of non-filing or a signed statement will be provided later.

The Verification of Non-Filing Letter is required for the student, their spouse or parents who did not file a tax return and is not required to file a return with the IRS.

D. Sign this Worksheet

By signing this worksheet, I (we) certify that all the information reported on this worksheet 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, be sent to prison, or both.

Student's Signature

Date _____

Parent's Signature (Dependent Students Only)

Date _____

Please don't forget to sign the 2021 tax return or tax transcript and include all W-2 forms.

Return to: Financial Assistance, Lubbock Christian University, 5601 19th Street, Lubbock, TX 79407