FORM TYPE: VWI
Please log into your Gothic Portal and upload form to **MY ATTACHMENTS**

2021-2022 Verification Worksheet – Independent Student

Your 2021-2022 Free Application for Federal Student Aid (FAFSA) was selected for verification. Verification is the process used to confirm that the data reported on your FAFSA form is accurate. The law states that the verification process must be completed before disbursing Federal Student Aid. We may ask for additional information, if necessary, for clarification. If you have questions about verification, contact the financial aid office as soon as possible so that your financial aid will not be delayed.

A. INDEPENDENT STUDENT INFORMATION – Please fill in with the student's information.

Student's Last Name First Name M.I. Student's ID Number

Permanent Street Address (include apt. no.) Student's Date of Birth

City State Zip Code Student's Email Address

Student's Home Phone Number (include area code) Student's Alternate or Cell Phone Number

B. Independent Student's Family Information – List the people in **your** household.

Include:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you will provide more than half of their support from July 1, 2021 through June 30, 2022, or if the child would be required to provide your information if they were completing a FAFSA for 2020-2021. 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, 2021 through June 30, 2022.

Also, write in the name of the college for any noted above, who will be attending college at least half-time between July 1, 2020 and June 30, 2021, and will be enrolled in a degree, diploma, or certificate program.

Full Name	Age	Relationship	University/College	Will be Enrolled at Least Half Time
Missy Jones (example)		*Self*	*Central University*	*Yes*

If more space is needed, attach a separate page with the student's name and ID number at the top.

C. TAX RETURN FILERS

If student and/or parent filed a tax return and did not utilize the IRS Data Retrieval process, a copy of the **2019 FEDERAL TAX RETURN TRANSCRIPT(S) or SIGNED 2019 TAX RETURN** must be submitted. To request a copy of the 2019 FEDERAL TAX RETURN TRANSCRIPT from the Internal Revenue Service, call (800) 908-9946 or go to www.IRS.gov.

Important Note: If the student or spouse filed an amended 2019 IRS tax return, please contact your financial aid administrator before completing this section.

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D. TAX RETURN NON-FILERS

If student and/or spouse did not and are not required to file a 2019 income tax return they must submit an **IRS VERIFICATION OF NON-FILING LETTER** dated on or after 10/1/2020 for tax year 2019 whether or not you were employed. To request a copy of the VERIFICATION OF NON-FILING LETTER (VNF) from the Internal Revenue Service, call (800) 908-9946 or go to www.IRS.gov. If you're unable to obtain a VNF, you must submit a signed NJCU Non-Filing statement; which can be found on our website: https://www.njcu.edu/admissions/financial-aid/financial-aid-forms

E. Income Information to Be Verified

☐ The student (or your spouse, if married) has used the IRS DRT to transfer 2019 IRS income tax return information.

☐ The student (or your spouse, if married) is unable or chooses not to use the IRS DRT and will provide the school with a **2019 IRS Tax Return Transcript(s) or SIGNED 2019 TAX RETURN**.

If the student and spouse filed separate 2019 IRS income tax returns, the IRS DRT cannot be used and the **2019 IRS Tax Return Transcript(s) or SIGNED 2019 IRS TAX RETURN must be provided for each.

☐ The student and spouse were not employed and had no income earned from work in 2019.

☐ The student and/or spouse were employed in 2019 and have listed below the names of all employers, the amount earned from each employer in 2019, and whether an IRS W-2 form is provided. List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2019
(Example) ABC's Auto Body Shop	*Yes*	*$4,500.00*

If more space is needed, attach a separate page with the student's name and ID number at the top.

Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and spouse whose information was reported on the FAFSA must sign and date.

WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.

_____ _____

Student's Signature **Date**

_____ _____

Spouse's Signature **Date**

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