

AAC 2023-2024 INDEPENDENT VERIFICATION WORKSHEET

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 must ask you to confirm the information reported on your FAFSA. To verify that you provided correct information, the AAC Financial Aid Office will compare your FAFSA with the information on this worksheet and other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, as well as submit other required documents to the AAC Financial Aid Office. Please note that the Financial Aid Office may ask for additional information. If you have questions about verification, contact the AAC Financial Aid Office as soon as possible so that your financial aid will not be delayed. AAC Financial Aid Office can be contacted at financialaid@artacademy.edu

PLEASE COMPLETE ALL STEPS. DO NOT LEAVE ANY BLANKS.

Please complete the sections of this form according to the Verification Group marked with a “✓” below:

<input type="checkbox"/>	V1 Standard	Complete sections 1, 2, 3A, 3B and/or 3C, and 4
<input type="checkbox"/>	V4 Custom	Complete sections 1, 4, and Identity and Statement of Educational Purpose
<input type="checkbox"/>	V5 Aggregate	Complete sections 1, 2, 3A, 3B and/or 3C, 4, and Identity and Statement of Educational Purpose

Session 1

1. Student Information

Name:	Student ID Number:
Address:	Date of Birth:
City, State Zip:	Phone Number:
Email:	Alternate Phone Number:

Session 2

2. Household Information

List the people in your household. Include:

- Yourself.
- Your spouse if you are married.
- Your dependent children if they will receive more than half of their support from you from July 1, 2023, through June 30, 2024. Do not include children for whom child support is paid or foster children supported by another entity.
- Your unborn child, if that child will be born before June 30, 2024, and you will provide more than half of the child’s support from the projected date of birth through June 30, 2024.
- 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.

If you need more space, please attach a separate page with the student’s name and ID at the top.

Full Name	Age	Relationship	College During 2023-24

Session 3A

All tax filers must submit a copy of their 2021 IRS Tax Return Transcript or a signed copy of their tax return that was filed with the IRS or other relevant tax authority *unless* they have transferred their 2021 income tax return information into the FAFSA using the IRS Data Retrieval Tool (IRS DRT) in FAFSA on the Web and have not subsequently changed that information. Please submit copies of IRS Form 1040 Schedules 1, 2, and 3 if they were filed with the tax return. Please **DO NOT** submit copies of any other IRS schedules (A, B, C, etc.), or state tax returns. **If either the student or a parent did not and will not file a 2021 federal tax return, that individual(s) should go to Section 3C.**

Session 3B

3B. Verification of 2021 IRS Income Tax Return Information for Tax Filers	
<input type="checkbox"/> The student or spouse <u>has used</u> the IRS DRT to transfer 2021 IRS income tax return information into the student's FAFSA.	<input type="checkbox"/> The student or spouse <u>has not yet used</u> the IRS DRT but will use the tool to transfer 2021 IRS income tax return information into their FAFSA once the 2021 IRS income tax return has been filed.
<input type="checkbox"/> The student or spouse is <u>unable or chooses not to use</u> the IRS DRT, and instead will provide the school with a copy of their 2021 IRS Tax Return Transcript or signed tax return with applicable schedules noted above.	

Directions for using the IRS Data Retrieval Tool (IRS DRT) or requesting a Tax Return Transcript

*The IRS DRT is available in the financial information sections of the student's FAFSA. Go to <https://studentaid.gov/h/apply-foraid/fafsa> and log in as a returning user. After you have logged in, choose the option for making corrections and locate the financial information sections. You will have the option to use the IRS DRT as long as you (student) or your parent has "Already Completed" an IRS income tax return. Once you use the IRS DRT for the student and/or parent, sign and submit the FAFSA. The FAFSA must be signed electronically with the student's and parent's Federal Student Aid ID (FSA ID) and re-submitted for processing. If you have any trouble with this process, feel free to call the Financial Aid Office for help.

** To obtain a 2021 IRS Tax Return Transcript, go to www.irs.gov and click on "Get Your Tax Record." Choose "Get Transcript Online" or "Get Transcript by Mail." Make sure to request the "Tax Return Transcript" and not the "Tax Account Transcript." If unable to use the online request processes, call 1-800-908-9946 or complete IRS Form 4506-T.

*** The tax filer can only use the IRS DRT or request a Tax Return Transcript within 2 to 4 weeks after the tax return was filed electronically or within 6 to 8 weeks after a paper tax return was received by the IRS.

Session 3C

3C. Verification of 2021 Income Information for Nontax Filers
If the student or parent(s) were employed in 2021, they must list below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is provided. Provide copies of all 2021 W-2s issued to the student and parent(s) by their employers. List every employer even if the employer did not issue a W-2. If more space is needed, provide a separate page with the student's name and ID number at the top. If a W-2 is unavailable, attach a statement signed by the student and a parent explaining why the W-2 is unavailable and cannot be provided in a timely manner. Each parent who did not file a tax return also must submit a Verification of Nonfiling Letter from the IRS (or foreign taxing authority) dated on or after October 1, 2022. This letter may be requested using "Get Transcript Online" on the IRS website at www.irs.gov or by completing IRS Form 4506-T.

Name of Student/Spouse	Employer's Name	2021 Amount Earned	IRS W-2/ Verification of Nonfiling Letter Provided?

Section 4

By signing this worksheet, each person certifies that all the information reported on this form is complete and correct.

Student's Signature: _____ Date: _____

Student's Printed Name: _____

Spouse's Signature (Optional): _____ Date: _____