

# AAC 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 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](mailto:financialaid@artacademy.edu)

**PLEASE COMPLETE ALL STEPS. DO NOT LEAVE ANY BLANKS.**

## STEP 1 – STUDENT INFORMATION

Last Name	Full Legal First Name	Last four digits of Social Security Number (xxx-xx-1234)	Student ID Number
Permanent Address	Street & Number	City/State/Zip	Date of Birth
Cell Phone Number (Include Area Code)	Home Phone Number (Include Area Code)	Email Address	

## STEP 2 – FAMILY INFORMATION

### If you are a dependent student, include:

- **Yourself**
- **Your biological or legal parents**, even if unmarried, **and step-parent that reside in your household**. Do not include parents who do not live in your household due to divorce or separation.
- **Your parents' and/or step-parent's other dependent children**, if your parents and/or step-parent will provide more than half of their support from **July 1, 2023 through June 30, 2024**,
- Other people, only if they now live in your parents' household and your parents will provide more than half of their support from **July 1, 2023 through June 30, 2024**
- **Do not include children for whom your parents and/or step-parent pay child support.**

### If you are an independent student, include:

- **Yourself**
- **Your spouse** (if you are married)
- **Your children**, if you will provide more than half of their support from **July 1, 2023 through June 30, 2024**
- Other people, only if they live in your household and you provide more than half of their support and will continue to do so from **July 1, 2023 through June 30, 2024**
- **Do not include children for whom you or your spouse pay child support.**

Full Name	Age	Relationship	Name of College (If at least half-time for 2023-2024)	Indicate Whether an Undergraduate or Graduate Student
		Self	Art Academy of Cincinnati	

### STEP 3 – STUDENT TAX TRANSCRIPT & INCOME INFORMATION – FOR CALENDAR YEAR 2021

**Did you or were you required to file a 2021 Federal Income Tax Return?** *You must check yes or no.*

\_\_\_\_ YES If you have not already done so, please go to your 2023-2024 FAFSA and use the IRS Data Retrieval Tool to link your taxes, **OR** submit a copy of your signed 2021 1040 form, **OR** obtain your tax transcript directly from the IRS. Continue to STEP 4.

\*NOTE: To request official tax transcripts go to [www.irs.gov](http://www.irs.gov).

\_\_\_\_ NO, I DID NOT FILE AND WAS NOT REQUIRED TO FILE A 2021 INCOME TAX RETURN.

**Independent students** must submit an official IRS 2021 Verification of Non-filing Letter available through [www.irs.gov](http://www.irs.gov) along with a **Wage and Income Transcript** available through [www.irs.gov](http://www.irs.gov). **\*Two separate Verification of Non-filing Letters, one for the student and one for the student's spouse, are required if both are listed on the FAFSA, along with a copy of the Wage and Income Statement for both the student and their spouse.**

Complete the table below; if applicable, enter zeros then continue to STEP 4. Do not leave it blank.

Source of Income, you must submit a copy of your 2021 W2 or 1099 statements (Fill out only if you did NOT file taxes)	Amount Earned in 2021
<b>TOTAL</b>	

**NOTE:** To request a Tax Return Transcript, Verification of Non-filing Letter, or a Wage and Income Statement, go to [www.irs.gov](http://www.irs.gov). Please be advised that it may take a minimum of three weeks for the IRS to mail these documents to you. **Student ID number must be on ALL documents.**

### STEP 4 – PARENT/SPOUSE TAX TRANSCRIPT & INCOME INFORMATION – CALENDAR YEAR 2021

**Did you or were you required to file a 2021 Federal Income Tax Return?**

*You must check N/A, yes or no.*

\_\_\_\_ N/A I am an Independent and unmarried student.

\_\_\_\_ YES I THE PARENT (OR SPOUSE) DID FILE A 2021 TAX RETURN

- If you have not already done so, please go to your 2023-2024 FAFSA and use the IRS Data Retrieval Tool to link your taxes, **OR** submit a copy of your signed 2021 1040 form, **OR** obtain your tax transcript directly from the IRS. Continue to STEP 5.

\*NOTE: To request official transcripts go to [www.irs.gov](http://www.irs.gov).

\_\_\_\_ NO, I DID NOT AND WAS NOT REQUIRED TO FILE A 2021 INCOME TAX RETURN.

**Your parents or spouse must submit an official IRS 2021 Verification of Non-filing Letter\*** available through [www.irs.gov](http://www.irs.gov) along with a **Wage and Income Transcript** available through [www.irs.gov](http://www.irs.gov). Complete the table below; if applicable, enter zeros then continue to STEP 5. Do not leave blank. **\*Two separate Verification of Non-filing Letters, one for each parent, are required if two non-filer parents are listed on the FAFSA, along with a copy of the Wage and Income Statement for each parent.**

\_\_\_\_ NO, I will file my/our 2021 Tax Return (Parent)

Please enter Parent Filing Status: \_\_\_\_\_

Source of Income, you must submit a copy of your 2021 W2 or 1099 statements. (Fill out only if you did NOT file taxes)	Amount Earned in 2021
<b>TOTAL</b>	

**NOTE:** To request a Tax Return Transcript, Verification of Non-filing Letter, or a Wage and Income Transcript go to [www.irs.gov](http://www.irs.gov). Please be advised that it may take a minimum of three weeks for the IRS to mail these documents to you. **Student ID number must be on ALL documents.**

**STEP 5 – CERTIFICATION:** Each person signing this worksheet certifies the information reported is complete and correct.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Please Print)

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*Parent Signature (IF student is dependent)*

*Date*

*Parent Name (Please Print)*

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Email: [financialaid@artacademy.edu](mailto:financialaid@artacademy.edu)