



# 2023-2024 Verification Worksheet

DEPENDENT

Office of Financial Aid | 900 SE Baker Street | Unit A484 | McMinnville, OR 97128  
Phone 503.883.2225 | Fax 503.883.2486 | Email [finaid@linfield.edu](mailto:finaid@linfield.edu)

Your 2023-2024 FAFSA (Free Application for Federal Student Aid) has been selected for a process called Verification. The U.S. Department of Education regulations requires Linfield University to verify the accuracy of the information you reported on your FAFSA. If you have questions about the verification process, contact our office as soon as possible to avoid a delay in finalizing your financial aid.

### Helpful Hints:

**DRT:** IRS Data Retrieval Tool via FAFSA on the Web allows you to link your 2021 Federal tax information directly from the IRS to FAFSA (highly recommended).

**Tax Return Transcript:** A transcript can be obtained from the IRS of your 2021 Federal tax return by visiting [www.irs.gov/transcript](http://www.irs.gov/transcript), following the prompts to obtain "Get Transcript".

**IRS Verification of Non-Filing** may be requested by visiting [www.irs.gov](http://www.irs.gov).

## A: STUDENT INFORMATION

Student Name \_\_\_\_\_ Linfield ID \_\_\_\_\_

Student Phone Number \_\_\_\_\_ Parent Phone Number \_\_\_\_\_

## B: FAMILY INFORMATION

List the people in your parents' household including:

- *Yourself* (student)
- *Your parent(s)*, including stepparent if your custodial parent is remarried, even if you don't live with your parents. If your parents are divorced, do not include your non-custodial parent, nor their household members.
- *Your parent(s)' other dependent children*, ONLY 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 even if the children do not live with the parents.
- *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.
- **Number in College:** Include information about any household member, excluding the parents, who is, or 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, and include the name of the college.

Please list the people in your parent(s) household below:

| Full Name | Age | Relationship | College/University  | Half-Time/Full Time Enrollment |
|-----------|-----|--------------|---------------------|--------------------------------|
|           |     | Self         | Linfield University |                                |
|           |     | Parent       | N/A                 | N/A                            |
|           |     |              |                     |                                |
|           |     |              |                     |                                |

Student Name \_\_\_\_\_

Linfield ID \_\_\_\_\_

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|  |  |  |  |  |

**C: STUDENT INCOME INFORMATION:**

| STUDENT: DID YOU (STUDENT) FILE A FEDERAL TAX RETURN IN 2021?  |   |  |               |
|--|---|--|---------------|
| <input type="checkbox"/> No, I did not file, and was not required to file a 2021 Federal Tax Return. | ➔ | Did you work in 2021?  |               |
|  |   | <input type="checkbox"/> No, I did not work in 2021.   |               |
|  |   | <input type="checkbox"/> Yes, I did work in 2021 ( <i>List all employers below and include all 2021 W2's</i> ).                            |               |
|  |   | Name of Employer:  | Total Earned: |
|  |   |  |               |
|  |   |  |               |
| <input type="checkbox"/> Yes, I filed a 2021 Federal Tax Return                                      | ➔ | <input type="checkbox"/> I successfully used the IRS DRT on my FAFSA.  |               |
|  |   | <input type="checkbox"/> I have attached SIGNED copy of my 2021 federal tax return or a copy of my <b>2021 IRS TAX RETURN TRANSCRIPT</b> . |               |

**D: PARENT INCOME INFORMATION:**

| PARENT: DID YOU (PARENT) FILE A FEDERAL TAX RETURN IN 2021?  |   |  |               |
|--|---|--|---------------|
| <input type="checkbox"/> No, I did not file, and was not required to file a 2021 Federal Tax Return. | ➔ | Did you work in 2021?  |               |
|  |   | <input type="checkbox"/> No, I did not work in 2021, and I have attached a copy of my <b>“Verification of Non-Filing Letter”</b> from the IRS.   |               |
|  |   | <input type="checkbox"/> Yes, I did work in 2021 and I have attached a copy of my <b>“Verification of Non-Filing Letter”</b> from the IRS ( <i>List all employers below and include all 2021 W2's</i> ). |               |
|  |   | Name of Employer:  | Total Earned: |
|  |   |  |               |
|  |   |  |               |
| <input type="checkbox"/> Yes, I filed a 2021 Federal Tax Return.                                     | ➔ | <input type="checkbox"/> I successfully used the IRS DRT on my student’s FAFSA.  |               |
|  |   | <input type="checkbox"/> I attached a SIGNED copy of my 2021 federal tax return or a copy of my <b>2021 IRS TAX RETURN TRANSCRIPT</b> .  |               |

**E: REQUIRED SIGNATURES:**

This form must be **ink signed** by the student & parent certifying all information is complete and correct as reported. Electronic signatures are not accepted. Forms with digital/electronic/typed signatures will be returned. Once form is signed, please submit to the Office of Financial Aid.

Student Signature (Required) \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature (Required) \_\_\_\_\_ Date \_\_\_\_\_

**WARNING: If you purposely give false or misleading information, you may be fined, sent to prison or both.**