



## 2023-24 VERIFICATION INSTRUCTIONS

### VERIFICATION PROCESS

Your Free Application for Federal Student Aid (FAFSA) has been selected for a process called verification. This process requires the Office of Financial Aid to compare your FAFSA with your tax data submitted to the IRS. Please follow all instructions and submit all requested items as soon as possible to prevent processing delays. Financial aid will not be disbursed until verification is completed.

**Upload all documents with social security numbers at The Citadel's secure site:**

<http://www.citadel.edu/forms/secureupload/>

Students who submit information after July 1 (for fall), November 15 (for spring), or April 15 (for summer) may not receive financial aid in time to assist with their payment and will have to pay their bill in full by the payment deadline.

### FEDERAL TAX RETURNS FILERS

1. Verification Worksheet: This worksheet must be completed and signed by the student. If you are a dependent student, a parent must also sign this form.
2. Federal Tax information
  - Option 1: IRS Data Retrieval Tool (DRT)** -You can sign into your online FAFSA and utilize the IRS Data Retrieval Tool.
  - Option 2: Tax return transcript**: Follow instructions below to request an IRS tax return transcript.
    - Go to [www.irs.gov](http://www.irs.gov).
    - Click on “*Get Your Tax Record*”
    - Click on either “*Get Transcript Online*” or “*Get Transcript by Mail*”
    - Follow directions to create an account.
  - Option 3: Amended tax returns**: If you amended your tax return, please submit the original tax return transcript and a signed copy of the IRS Form 1040X.

PLEASE NOTE: If student and spouse, married parents (including step-parent), or unmarried parents (who live together) filed separate income tax returns, a tax return transcript for **each** person must be submitted

### FEDERAL TAX RETURNS NON-FILERS

1. Verification Worksheet: This worksheet must be completed and signed by the student. If you are a dependent student, a parent must also sign this form.
2. W2 Form(s): Submit copies of all W2 forms.
3. IRS Tax Statement of Non-filing Status: This is only required for parents of dependent students or students/spouses who are independent.

## 2023-24 FAFSA VERIFICATION WORKSHEET

Student Name \_\_\_\_\_ CWID # \_\_\_\_\_

Home Ph \_\_\_\_\_ Cell Ph \_\_\_\_\_ Email \_\_\_\_\_

**SECTION A. STUDENT STATUS:** Check the **ONE** that applies to you:

I **WAS** required to include parent information on my FAFSA. You are **DEPENDENT** and must complete the verification process with parent information.

I **WAS NOT** required to include parent information on my FAFSA. You are **INDEPENDENT** and do not need parent information to complete the verification process. **NOTE:** You may be required to submit documentation to support your independent status.

**SECTION B. HOUSEHOLD INFORMATION:** List **ALL** people living in your household.

**DEPENDENT** students include: Yourself, parents/step-parent, other children, siblings, and others who live with and receive over 50% financial support from your parent for the entire year between July 1, 2023, and June 30, 2024. Siblings are **only** included if the parent provides over 50% support. *(If your parent remarries as of the date you completed the FAFSA, your step-parent must be included in the household.)*

**INDEPENDENT** students include: Yourself, your spouse, children, and others who live with and receive over 50% of their support from you for the entire year between July 1, 2023, and June 30, 2024.

**PLEASE NOTE:** If you/your parents are married as of the date you completed the FAFSA, you **must** include parent/stepparent or your spouse on your FAFSA, verification worksheet, and all required tax documents.

Name	Age	Relationship	College: (If enrolled in 23-24)
		SELF	THE CITADEL

**Office of Financial Aid & Scholarships**

171 Moultrie Street, Charleston, SC 29409 | 843-953-5187 | FAX 843-953-6759 | [financial\\_aid@citadel.edu](mailto:financial_aid@citadel.edu)

Student Name \_\_\_\_\_ CWID # \_\_\_\_\_

**SECTION C. INCOME TAX INFORMATION:** (Federal Tax Year 2021)

STUDENT/ Spouse	PARENT (s) of Dependent Student
<p><b>TAX FILERS</b></p> <p><input type="checkbox"/> I used IRS DATA RETRIEVAL TOOL (DRT) to transfer tax data directly from the IRS to the FAFSA.</p> <p><input type="checkbox"/> I was unable to use the IRS DRT. I will submit a tax return transcript.</p>	<p><b>TAX FILERS</b></p> <p><input type="checkbox"/> I used IRS DATA RETRIEVAL TOOL (DRT) to transfer tax data directly from the IRS to the FAFSA.</p> <p><input type="checkbox"/> I was unable to use the IRS DRT. I will submit a tax return transcript.</p>
<p><b>NON-TAX FILERS</b></p> <p><input type="checkbox"/> I was not required to file but still earned income in 2021. List your employer(s), amount earned and attach W-2(s).</p> <p>Employer 1: _____ Earned: _____</p> <p>Employer 2: _____ Earned: _____</p> <p><input type="checkbox"/> I did not work in 2021.</p>	<p><b>NON-TAX FILERS</b></p> <p><input type="checkbox"/> I was not required to file but still earned income in 2021. List your employer(s), amount earned and attach W-2(s).</p> <p>Employer 1: _____ Earned: _____</p> <p>Employer 2: _____ Earned: _____</p> <p><input type="checkbox"/> I did not work in 2021.</p>

**Certification Statement:** I swear under penalty of perjury, that all of the information on this document is true to the best of my knowledge. I understand that providing intentionally false or misleading information to obtain federal financial aid can result in a fine of up to \$20,000 and/or incarceration.

I understand that failure to provide the required documentation will result in denial of this application.

*Electronic signatures are NOT accepted.*

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_