



## 2021-22 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 data with your tax data as submitted to the IRS. Please follow all instructions and submit all requested items as soon as possible to prevent processing delays.

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

**FINANCIAL AID WILL NOT BE DISBURSED UNTIL VERIFICATION IS COMPLETED**

### REQUIRED STEPS

#### FOR FILERS OF FEDERAL TAX RETURNS

1. **Completed and signed Verification Worksheet:** The 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** - You must sign into your online FAFSA form and utilize the IRS Data Retrieval Tool.
  - **Option 2: Tax return transcript** -Federal regulations require you to submit a tax return transcript ***IF*** the IRS Retrieval Tool was unsuccessful. To obtain an IRS tax return transcript.
    - Go to [www.irs.gov](http://www.irs.gov)
    - Click on “**Get my Tax Records**”
    - Click on either “**Get Transcript Online**” or “**Get Transcript by Mail**”
    - Follow directions to create an account.

\* If student and spouse, married parents (including step-parent), or unmarried parents (who are living together) filed separate income tax returns, a tax return transcript for each filing must be submitted
3. **Amended tax returns:** If you amended your tax return, the IRS Data Retrieval Tool is an option. You must either link your original tax return or submit the original tax return transcript ***and*** a signed copy of the IRS Form 1040X.

#### FOR NON-FILERS OF FEDERAL TAX RETURNS

1. **Completed and Signed Verification Worksheet**
2. **W2 Form(s):** Submit copies of all W2 forms
3. **IRS Tax statement of non-filing status** (Available online from [www.irs.gov](http://www.irs.gov))

## 2021-22 FAFSA VERIFICATION WORKSHEET

**Complete the Verification Worksheet:** To receive federal aid, complete all sections and leave nothing blank. Please also attach and submit any required documentation to the Office of Financial Aid & Scholarships.

**Upload all documents with social security numbers at The Citadel's secure site:**  
<http://www.citadel.edu/forms/secureupload/>

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

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

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

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

I did **NOT** have to include parent information on my FAFSA. You are **INDEPENDENT** and do not need parent information on the Verification Worksheet or for the verification process. NOTE: You may be required to submit documentation to support your status.

**SECTION B. HOUSEHOLD INFORMATION:** List ALL members of your household (attach a separate sheet if necessary).

**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, 2021, and June 30, 2022. Siblings are included if the parent provides over 50% support.

*If your parent is remarried as of the date you completed the FAFSA, you must include parents/step-parent in the household on your verification worksheet and your FAFSA.*

**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, 2021, and June 30, 2022.

*If you are married as of the date you completed the FAFSA, you must include your spouse on your verification worksheet and your FAFSA.*

Name	Age	Relationship	College: (If enrolled in 21-22)
		SELF	THE CITADEL

**SECTION D. INCOME TAX INFORMATION (Federal Tax Year 2019)**

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 2019. 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 2019.</p>	<p><b>NON-TAX FILERS:</b></p> <p><input type="checkbox"/> I was not required to file but still earned income in 2019. 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 2019.</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 in an attempt 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:** \_\_\_\_\_