Reset Form | Save As | Print

Troy University
Financial Aid Office
134 Adams Administration Bldg.
Troy, AL 36082

Independent Verification Worksheet (V5) 2023-2024

Call 1-800-414-5756 for questions

V5

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provide correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid office at Troy University. The financial aid office may ask for additional information. If you have questions about verification, contact the financial aid office as soon as possible so that your financial aid will not be delayed. You must return this form to the address listed on this form.

A. Student Information

Student's Name: _____ Student ID Number: _____
First M.I. Last

Date of Birth: _____ Home Phone: _____ Cell Phone: _____

Email: _____ Work Phone: _____

Address: _____
Street/P.O. Box City State Zip

B. Family Information

List below the people in the student's household. Include:

- The student.
- The student's spouse, if the student is married.
- The student's or spouse's children if the student or spouse will provide more than half of their support from July 1, 2023, through June 30, 2024, even if the children do not live with the student.
- Other people if they now live with the student and the student or spouse provides more than half of the other person's support and will continue to provide more than half of that person's support through June 30, 2024.

For any household member who 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, include the name of the college. If more space is needed, provide a separate page with the student's name and student's ID number at the top.

Full Name	Age	Relationship	College
You, the student			**Troy University**

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

Student's Name_____ **Student ID Number:**_____

C. Verification of 2021 IRS Income Tax Return Information for Student Tax Filers

Instructions: Complete this section if the student and spouse filed or will file a 2021 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov.* In most cases, no further documentation is needed to verify 2021 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

☐ The student (and, if married, my spouse) has used the IRS DRT in *FAFSA on the Web* to transfer 2021 IRS income tax return information into the student's FAFSA.

☐ The student (and, if married, my spouse) has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2021 IRS income tax return information into the student's FAFSA once the 2021 IRS income tax return has been filed.

☐ The student (and, if married, my spouse) is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return. Must include W-2 Forms and applicable schedules.**

A 2021 IRS Tax Return Transcript may be obtained through the:

- Automated Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T
- Get Transcript by MAIL – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript."
- Get Transcript ONLINE – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript."

If the student and spouse filed separate 2021 IRS income tax returns, **2021 IRS Tax Return Transcripts or a signed copy of the 2021 income tax and applicable schedules must be provided for each.**

☐ Check here if a **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 tax return, W-2 Forms and applicable schedules** is provided.

☐ Check here if a **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 tax return, W-2 Forms and applicable schedules** will be provided later.

Verification of 2021 Income Information for Student Nontax Filers

The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and spouse will not file and are not required to file a 2021 income tax return with the IRS. You must complete a 2023-2024 Living Expense Statement form. It can be located at Troy University's Financial Aid website under **2023-2024 Forms**.

Check the boxes that apply:

☐ The student was not employed and had no income earned from work in 2021.

☐ The student's spouse (if married) was not employed and had no income earned from work in 2021.

☐ The student and/or spouse were employed in 2021 and have listed 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 IRS W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, provide a separate page with the student's name and student's ID number at the top.

Employer's Name	2021 Amount Earned	IRS W-2 Provided?
Suzy's Auto Body Shop (example)	$2,000.00 (example)	Yes (example)

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2022 that indicates a 2021 IRS income tax return was not filed with the IRS or other relevant tax authority.

☐ Check here if confirmation of nonfilling is provided ☐ Check here if confirmation of nonfiling will be provided later.

Student's Name_____ **Student ID Number:**_____

Instructions: Please complete all the fields below. If any field is left blank, we will consider the form incomplete, we will **NOT** assume 0.

STUDENT (Yearly Amount)	2021 Additional Financial Information	SPOUSE, if married (Yearly Amount)
	Education credits (American Opportunity Tax Credit and Lifetime Learning Tax Credit) from IRS Form 1040 Schedule 3-line 3.	
	Child support paid because of divorce or separation or as a result of a legal requirement. Don't include support for children you claimed in household size.	
	Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships	
	Taxable college grant and scholarship aid reported to the IRS as income. Includes AmeriCorps benefits (awards, living allowances, and interest accrual payments), as well as grant or scholarship portions of fellowships and assistantships.	
	Combat pay or special combat pay. Only enter the amount that was taxable and included in the adjusted gross income. Do not enter untaxed combat pay reported on the W-2 (Box 12, Code Q).	
	Cooperative education program earnings.	

STUDENT (Yearly Amount)	2021 Untaxed Income	SPOUSE, if married (Yearly Amount)
	Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 Form in Boxes 12a through 12d, codes, D, E, F, G, H, and S.	
	IRA deductions and payments to self-employed SEP, SIMPLE, and Keogh and other qualified plans from IRS Form 1040 Schedule 1-total of lines 16 + 20.	
	Child support received for all children. Don't include foster care or adoption fees.	
	Tax exempt interest income from IRS Form 1040-line 2a.	
	Untaxed portions of IRA distributions and pensions from IRS Form 1040-(lines 4a + 5a) minus (lines 4b + 5b). Exclude rollovers. If negative, enter a zero here.	
	Housing, food, and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits) Don't include the value of on-base military housing or the value of a basic military allowance for housing.	
	Veterans' non-education benefits such as Disability, Death Pension or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study Allowances.	
	Other untaxed income not reported, such as workers' compensation, disability, untaxed foreign income, etc. Also include the untaxed portions of health savings accounts from IRS form 1040 Schedule 1- line 13. Don't include extended foster care benefits, student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, SSI, Workforce Investment Act educational benefits, combat pay, benefits from flexible spending plans (e.g. cafeteria plan), foreign income exclusion or credit for fed tax on special fuels.	
	Money received, or paid on your behalf (e.g. bills) not reported elsewhere on form.	

Student's Name_____ **Student ID Number:**_____

D. Identity and Statement of Educational Purpose

Instructions:

Either:

- The student must appear in person at the Troy University Financial Aid Office to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. Troy University will maintain a copy of the student's photo ID that is annotated with the date it was received and reviewed and the name of the official at the institution authorized to receive and review the student's ID.

  In addition, the student must sign, in the presence of the Troy University Financial Aid Office official, the **Statement of Educational Purpose** below.

Or:

- If the student is unable to appear in person at the Troy University Financial Aid Office to verify his or her identity, the student must provide:

  (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as, but not limited to, a driver's license, other state-issued ID, or passport; and

  (b) The original notarized **Statement of Educational Purpose** provided below.

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational Purpose
(Print Student's Name)
and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Troy University for 2023-2024.

_____ _____ _____
(Student's Signature) (Date) (Student's ID#)

Notary's Certificate of Acknowledgment

State of _____
City/County of _____
On_____, before me, _____,
(Date) (Notary's name)
personally appeared, _____, and proved to me
(Printed name of signer)
because of satisfactory evidence of identification _____
(Type of unexpired government-issued photo ID provided)
to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal
(seal) _____
(Notary signature)

My commission expires on _____
(Date)

FOR OFFICE USE ONLY: Attach photocopy of ID after verifying identity

Document Used:_____Date Received:_____Authorized Name:_____

Student's Name_____ **Student ID Number:**_____

E. Certification and Signature

Please check each box and sign and date at the bottom of the form to affirm that you acknowledge and understand that:

☐ You must complete the FAFSA IRS Data Retrieval or submit a copy of your 2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return . Must include W-2(s) and other applicable schedules when you file your IRS income tax return for verification to be considered complete.

☐ Adjustments to your financial aid eligibility may be required due to the results of this verification process, which may change the sources and amounts of your Financial Aid Award offer.

☐ An individual who filed an amended IRS income tax return for tax year 2021 must provide a signed copy of the 2021 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS or documentation from the IRS that include the change(s) made by the IRS, in addition to one of the following:

- IRS DRT information on an ISIR record with all tax information from the original tax return;
- A 2021 IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; or
- A signed copy of the 2021 IRS Form 1040 and the applicable schedules that were filed with the IRS.

I certify that all of the information reported on this worksheet is complete and correct. The student must sign this worksheet. If married, the spouse's signature is optional.

WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.

_____ _____

Student's Signature Date

_____ _____

Spouse's Signature (Optional) Date