

## 2022-2023 Verification Worksheet

### Dependent Student

Your 2022-2023 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called **verification**. To verify that you provided correct information, the AU Financial Aid Office will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the AU Financial Aid Office. A counselor will contact you if any additional information is needed. Verification cannot be completed until all required documentation has been submitted to the AU Financial Aid Office.

#### A. Dependent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's AU ID#
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address

#### B. Dependent Student's Family Information

List below the people in your parent(s)' household. **Only include household members for the parent(s) listed in the parental section of your FAFSA.** Include:

- Yourself
- The custodial parent(s) **listed on the FAFSA**. If your custodial parent remarried, this includes the new step-parent. If your custodial parents are unmarried, but living together, include both parents. Do not include non-custodial parent(s) unless they are physically living with your custodial parent(s) **and** receiving more than half of their support from the custodial parent(s).
- Your custodial parent(s)' other children if your custodial parent(s) will provide more than half of their support from July 1, 2022, through June 30, 2023, or if the other children would be required to provide parental information if they were completing a FAFSA for 2022–2023. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now **physically live with your custodial parent(s)** and your custodial parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2023.

Include the name of the college for any household member, excluding your parent(s), 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, 2022, and June 30, 2023. *If you need more space, attach a separate page that includes the student's name and ID number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled <i>in College</i> at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

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



**C. Dependent Student's Income Information to Be Verified (Check only one box below)**

- The student filed taxes in 2020. The student will provide one of the following to verify tax data.
  - The student has used or will use the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2020 IRS income information into the student's FAFSA, or
  - The student will submit a **signed** copy of the 2020 Federal tax return, or
  - Please see handout "2022-2023 Tax Instructions" for additional options.
- The student was not employed and had no income earned from work in 2020.
- The student was employed in 2020 but **was not required to file taxes**. The student must list below the names of all the student's employers and the amount earned from each employer in 2020. **The student must attach copies of all 2020 IRS W-2 forms issued to the student by employers.** List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and ID number at the top.

Employer's Name	2020 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

**D. Parent's Income Information to Be Verified**—Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents. **(Check only one box below – If one parent filed taxes and one parent did not, please attach a signed letter of explanation indicating the filing status of each parent. Include the information for box 3 below for the parent that did not file taxes.)**

**Note: An IRS Confirmation of Nonfiling letter must be provided for each parent listed on the FAFSA for whom taxes were not filed in 2020.**

- The parent(s) filed taxes in 2020. The parent(s) will provide one of the following to verify tax data.
  - The parent(s) has used or will use the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2020 IRS income information into the student's FAFSA, or
  - The parent(s) will submit a **signed** copy of the 2020 Federal tax return(s) for each parent listed on the FAFSA, or
  - Please see handout "2022-2023 Tax Instructions" for additional options.
- The parent(s) were not employed and had no income earned from work in 2020.
- One or both parents were employed in 2020 but **were not required to file taxes**. The parent(s) have listed below the names of all the parents' employers and the amount earned from each employer in 2020. **The parent(s) must attach copies of all 2020 IRS W-2 forms issued to the parent(s) by employers.** List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and ID number at the top.

Employer's Name	2020 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

**E. Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

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

\_\_\_\_\_  
Student's Signature (Required – typed or electronic signatures will NOT be accepted)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (Required – typed or electronic signatures will NOT be accepted)

\_\_\_\_\_  
Date

**Questions?** Please email [financialaid@american.edu](mailto:financialaid@american.edu) to speak with your financial aid counselor.

**Do not mail this worksheet to the U.S. Department of Education. You should make a copy of this worksheet for your records.**

## How to Securely Submit Verification Documents to the Financial Aid Office

### Option 1 (Preferred)

**Current students** can submit documents electronically by following these steps:

1. Open a browser to the webpage [go.american.edu/verification](https://go.american.edu/verification)
2. Enter your (student's) full AU email address\* Ex: [student@american.edu](mailto:student@american.edu)
3. Enter your (student's) AU portal password.
4. Complete the form
  - a. Select the specific documents you are submitting
  - b. To attach the form, click on the attachment icon in the lower right of the form
  - c. Select the documents from your computer/device. They should then appear at the bottom of the form.
5. Hit submit

**Prospective students applying for admission** can submit documents using Option #2 or Option #3 below.

### Option #2

The student or parent(s) can submit documents via secure fax to 202-885-1025. Be sure to include the students name and AU ID# on all documents.

### Option 3

The student or parent(s) can submit documents via the post office to AU Financial Aid Office, 4400 Massachusetts Ave, NW, Washington DC 20016-8001. Be sure to include the students name and AU ID# on all documents.

To protect your information, NEVER submit documents via email.

Questions?

Please email [financialaid@american.edu](mailto:financialaid@american.edu) to speak with your financial aid counselor.