
2023-2024 Institutional Verification Form **INDEPENDENT STUDENT**

Student Name: _____

Email: _____ Regis ID: _____

I affirm that I have read, understood, and agreed to this form in its entirety and that the information supplied is true and complete.

Student Signature: _____ Date: _____

Your financial aid application has been selected for *verification*. We are **REQUIRED** by federal regulation to collect this form and associated documentation before you can receive ANY federal, state or institutional aid. This form **MUST** be completed and turned in to the Office of Financial Aid with the appropriate documents attached. *Partial or incomplete documents will NOT be accepted.* This form **MUST** be received by our office at least **3 weeks prior to the end of the semester** that you are requesting financial aid consideration for.

Form Requirements:

- Please fill out this form legibly in **blue or black ink**. A computer-generated signature or an electronic signature will NOT be accepted.
- Answer all the questions on this form. If answer is zero or not applicable, **enter "0"**. If you leave any section blank with no answer, we will incomplete the document.
- If you and your *spouse are now separated or divorced* and *filed a joint tax return*, provide tax information and W2(s) for student information listed on the FAFSA.

Section I: Student 2021 Earnings and Tax Information

If you (the student):	Do one of the following:
Filed a 2021 Federal IRS Tax Return ➔	Transfer IRS Income Tax information using the Data Retrieval Tool on FAFSA at www.fafsa.gov ; OR Submit a signed copy of your 2021 Federal Tax Return, including all Schedules filed; OR Submit a 2021 IRS Tax Return Transcript. You can request a transcript at: https://www.irs.gov/individuals/get-transcript
Had zero income and were not required to file a 2021 Federal IRS Tax Return ➔	Check the box: <input type="checkbox"/> I (the student), was not employed and had no income earned from work in 2021. Submit a 2021 IRS Verification of Non-Filing Letter. You can request the letter here: https://www.irs.gov/individuals/get-transcript
Earned income and but was not required to file a 2021 Federal IRS Tax Return ➔	Check the box: <input type="checkbox"/> I (the student), was employed in 2021 but did not file a federal tax return and have attached copies of all 2021 W-2 and/or 1099 Forms. Submit a 2021 IRS Verification of Non-Filing Letter. You can request the letter here: https://www.irs.gov/individuals/get-transcript
Filed a 2021 Amended Tax Return ➔	Provide a signed copy of 2021 1040X Amended Tax Return *AND* a signed copy of 2021 Income Tax Return, including all Schedules filed *OR* 2021 IRS Record of Account Transcript.

Section II: Spouse 2021 Earnings and Tax Information

If your spouse:	Do one of the following:
Filed a 2021 Federal IRS Tax Return ➔	Transfer IRS Income Tax information using the Data Retrieval Tool on FAFSA at www.fafsa.gov ; OR Submit a signed copy of your 2021 Federal Tax Return, including all Schedules filed; OR Submit a 2021 IRS Tax Return Transcript. You can request a transcript at: https://www.irs.gov/individuals/get-transcript
Had zero income and was not required to file a 2021 Federal IRS Tax Return ➔	Submit a 2021 IRS Verification of Non-Filing Letter. You can request the letter here: https://www.irs.gov/individuals/get-transcript
Earned income and but was not required to file a 2021 Federal IRS Tax Return ➔	<ul style="list-style-type: none"> • Attach copies of all 2021 W-2 and/or 1099 Forms. • Submit a 2021 IRS Verification of Non-Filing Letter. You can request the letter here: https://www.irs.gov/individuals/get-transcript
Filed a 2021 Amended Tax Return ➔	Provide a signed copy of 2021 1040X Amended Tax Return *AND* a signed copy of 2021 Income Tax Return, including all Schedules filed *OR* 2021 IRS Record of Account Transcript.

Section III: Household Information

Include in **your household**:

- **Yourself**
- **Your spouse** – If you are *currently married/remarried*. Married same-sex couples must report themselves as *married* and list both in the household.
- **Your children** – If you will provide more than half of their support from July 1, 2023 and June 30, 2024. If you are paying child support, do not list that child in the household size. You should **NOT** report foster children.
- **Other people** – If other people currently live with you and you provide (*and will continue to provide*) **more than half of their support** between July 1, 2023 and June 30, 2024, list other people in the household and fill out the **Other People** section of this form. **Documentation of support may be requested. Not providing this information WILL exclude this person from being included in the household size.**
- Include the name of the college for any household member who will be attending college at least half-time between July 1, 2023 and June 30, 2024, and will be enrolled in a degree, diploma, or certificate program.

List your CURRENT marital status:

- Single Married Remarried Other: _____

List Household Members	Age	Relationship to Student (i.e. spouse, child, etc.)	Enrolled in College at Least Half-Time	Name of College/University
1.		SELF		
2.				
3.				
4.				
5.				
6.				
7.				

If your response is longer than space given, please attach an additional sheet of paper with your information.

Section IV: Child Support Paid

Did you or your spouse pay child support for child(ren) **NOT** living in the household during 2021?

Yes No

Child(ren)'s Names:

Total Paid in 2021:

\$

\$

\$

Name of person(s) to whom the child support was paid in 2021:

Documentation of child support paid may be requested.

OTHER PEOPLE:

If there are *other people/siblings/grandparents and adults age 24 and over* living in the household, you **MUST** provide **documentation of support** for those included. Write a statement explaining the extenuating circumstances as to why you/your spouse are responsible for the individual(s) and in what way you/your spouse are supporting this person with: *food, shelter, and health insurance*. You are **REQUIRED** to report any *earnings or benefits* the individual received. You **MUST** explain why adults are **NOT** receiving income. If you do **NOT** provide the amount of benefits received in your statement, we will **incomplete** this form.
