

2023-2024 Institutional Verification Form **DEPENDENT 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: _____
Parent 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 your **parents are now separated or divorced** and **filed a joint tax return**, provide tax information and W2(s) for the parent whose information is listed on the FAFSA.
- If your **parents are NOT married and currently living together**, provide tax information for BOTH parents.

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 www.studentaid.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.
Earned income and but were 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.
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: Parent 2021 Earnings and Tax Information

If the parent(s):	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 **parents' household**:

- **Yourself**
- **Your parent(s)** – If your parents are *not currently married, but are living together*, list both parents. If your parent has *remarried*, list parent and their spouse. Married same-sex couples must report themselves as *married* and list both in the household.
- **Parent's other children** (*under the ages of 24*) – If your parents will provide more than half of the other children's support from July 1, 2023 and June 30, 2024, the children can be listed.
- If a parent is **paying child support**, fill out the *Child Support Paid* section below but do NOT list that child(ren) within the household.
- **Other people** – If other people currently live with your parents and your parents 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 (dependent students should NOT include a college for your parents).

List your parents' CURRENT marital status:

- Single
 Married
 Remarried
 Unmarried but living together
 Other: _____

List Household Members	Age	Relationship to Student (i.e. parent, brother, sister, 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 your parent 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 parent(s) are responsible for the individual and in what way you/your parent(s) 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.

