**MISSOURI STATE UNIVERSITY-WEST PLAINS**

**2023-2024 Dependent Verification Worksheet for Federal Student Aid Programs**

**Complete all sections in blue or black ink.**

**Section 1:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Last Name First Name Bear Pass # Phone # Date of Birth*

**Section 2: FAMILY INFORMATION:**

List the people in your household, including:

* Yourself and your parent(s), including stepparent, even if you don’t live with your parent(s).
* Your parent(s) other children, or other people if they now live with your parents, **if your parent(s) will provide more than half their support** from July 1, 2023, through June 30, 2024, or if the other children would be required to provide parental information if they were completing a FAFSA for 2023-2024. Include children who meet either of these standards, even if they do not live with your parent(s). \* **You may be asked to supply documentation**.
* Include name of college for all household members, excluding your parent(s), if they will be attending at least half-time between July 1, 2023 and June 30, 2024, and will be enrolled in a program that leads to a college degree or certificate.

|  |  |  |  |
| --- | --- | --- | --- |
| **FULL NAME** | **AGE** | **RELATIONSHIP** | **COLLEGE** |
|  |  | *Self* | *MSU-West Plains* |
|  |  | □ Parent/Step‐Parent | [This column is not for parent/step‐parent] |
|  |  | □ Parent/Step‐Parent | [This column is not for parent/step‐parent] |
|  |  | □ Sibling  □ Other:\_\_\_\_\_\_\_\_ | □ No  □ Yes, name of college:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | □ Sibling  □ Other:\_\_\_\_\_\_\_\_ | □ No  □ Yes, name of college:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | □ Sibling  □ Other:\_\_\_\_\_\_\_\_ | □ No  □ Yes, name of college:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | □ Sibling  □ Other:\_\_\_\_\_\_\_\_ | □ No  □ Yes, name of college:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

\*Attach a separate page to list additional individuals if necessary.

**Section 3: Student Income and Tax Forms**

Have you, the student, filed a 2021 Federal Income Tax Return?

□ If YES:  □ I used or will use the IRS Data Retrieval Tool (DRT) on my FAFSA and did not change any data.

□ I am not eligible for or choose not to use the IRS DRT. I will provide a **signed** copy of the 2021 income tax return and applicable schedules or request and submit a 2021 Federal Tax **Return** Transcript (not an account transcript) (Go to www.IRS.gov/transcript or call 1‐800‐908‐9946).

□ I filed or will file an amended 2021 tax return. I will submit a signed copy of the 1040X and accompanying signed 2021 Tax Return and schedules or a 2021 IRS Tax Return Transcript. \***Amended means filing a change or correction to your original tax return.**

|  |
| --- |
| **Section below is for non-tax filers only** |

□ No, I will not file, and I am not required to file a 2021 Federal Income Tax Return. Also, list your employer(s) and work income received in 2021 on the table below. Include all earnings from work, even if a W‐2 was not received. Enter “0” if none; **do not leave any blank lines**.

|  |  |  |  |
| --- | --- | --- | --- |
| **Wage Earner’s Name** | **Employer’s Name** | **2021 Work Income Earned** | **Type of Documentation**  **(Copies Required\*)** |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |

\***Be sure to attach copies of all 2021 Form W‐2’s, 1099’s, and other earnings documentation (pay stubs are not acceptable). If you do not have documentation, provide a signed and dated statement explaining the details and reason for no documentation**.

**MISSOURI STATE UNIVERSITY-WEST PLAINS**

**2023-2024 Dependent Verification Worksheet for Federal Student Aid Programs-Continued**

**Complete all sections in blue or black ink.**

**Section 4: Parent(s) Income and Tax Forms**

Have you, the parent(s), filed a 2021 Federal Income Tax Return?

□ If YES: □ I used or will use the IRS Data Retrieval Tool (DRT) on my FAFSA and did not change any data.

□ I am not eligible for or choose not to use the IRS DRT. I will submit a **signed** copy of the 2021 income tax return and applicable schedules or request and submit a 2021 Federal **Tax Return** Transcript (not an account transcript) (Go to www.IRS.gov/transcript or call 1‐800‐908‐9946).

□ I filed or will file an amended 2021 tax return. I will submit a signed copy of the 1040X **and** accompanying signed 2021 tax return and schedules or a 2021 IRS Tax Return Transcript. \***Amended means filing a change or correction to your original tax return.**

|  |
| --- |
| **Section below is for non-tax filers only** |

□ No, I will not file, and I am not required to file a 2021 Federal Income Tax Return.

\* **You must submit a confirmation of non-filing from the IRS dated after October 1, 2022**. (Go to [www.IRS.gov](http://www.IRS.gov) , print form 4506T and submit to the IRS).

\* Also, list your employer(s) and work income received in 2021 on the table below. Include all earnings from work, even if a W‐2 was not received. **Enter “0” if none; do not leave any blank lines.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Wage Earner’s Name** | **Employer’s Name** | **2021 Work Income Earned** | **Type of Documentation**  **(Copies Required\*)** |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |

**\*Be sure to attach copies of all 2021 Form W‐2’s, 1099’s, and other earnings documentation (pay stubs are not acceptable). If you do not have documentation, provide a signed and dated statement explaining the details and reason for no documentation.**

If either the student or parents completed non-IRS taxes, an extension, or is a victim of identity theft contact our office for appropriate documentation.

**Section 5: Certification Statement & Signatures**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct**. Warning: If you purposely provide false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s SignatureDate