**MISSOURI STATE UNIVERSITY-WEST PLAINS**

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

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

**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 spouse (if married), and
* Your children, or other people if they now live with you, if you will provide more than half of their support from July 1, 2023 through June 30, 2024. \* **You may be asked to supply documentation**.
* Include name of college for all members of household 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* |
|  |  | □ Spouse | □ No  □ Yes, name of college:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | □ Child  □ Other:\_\_\_\_\_\_\_\_\_ | □ No  □ Yes, name of college:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | □ Child  □ Other:\_\_\_\_\_\_\_\_\_ | □ No  □ Yes, name of college:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | □ Child  □ Other:\_\_\_\_\_\_\_\_\_ | □ No  □ Yes, name of college:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | □ Child  □ 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 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 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/transcript) print a 4506-T 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.**

**MISSOURI STATE UNIVERSITY-WEST PLAINS**

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

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

**Section 4: Spouse Income and Tax Forms**

Have you, the spouse, 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 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 a 4506-T 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.**

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If either the student or spouse 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

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

Spouse’s Signature (Optional)Date