



# Federal 2022-2023 VERIFICATION WORKSHEET

## Student Aid Programs

### What is Verification?

Your application was selected by the U.S. Department of Education for review in a process called "Verification". Verification is the process by which institutions compare the information provided on your FAFSA to your tax and income documents to confirm the accuracy. If there are differences between your FAFSA information and the documents you submit, your FAFSA may need to be reprocessed with the correct information. **The Office of Student Financial Aid cannot make any federal financial aid payments available to you or process a student loan request until all verification requirements have been met and the necessary corrections have been made.**

### What Should You Do?

1. The U.S. Department of Education requires all students selected for verification to provide their tax return information via the IRS Data Retrieval Tool (if eligible), **signed** federal tax returns, or tax return transcripts. If you are married you will also have to provide a copy of **your spouse's** tax information, and if you are dependent, you will need to provide a copy of your **parents'/step-parent's** tax information. If you need a copy of your federal Tax Return or Tax Return Transcript you can contact the IRS online at [www.irs.gov](http://www.irs.gov) or by phone at 1-800-908-9946. Note: If you used the IRS Data Retrieval tool to transfer your IRS income data to your FAFSA, you may not have to submit a copy of your tax return.
2. Fill in and sign this worksheet – you and at least one parent (if dependent) must sign the certification on the back of this worksheet.
3. Put your student ID number and name on all documents. Submit the completed worksheet, 2020 **signed** federal tax returns **including all schedules**, 2020 W-2 forms and any other requested documents to The Office of Student Financial Aid, Building #3. You can also scan and email the documents to our secure drop box: [securefinaid@ric.edu](mailto:securefinaid@ric.edu). **Note: You must use your RIC email address to send documents to our secure drop box.**
4. After a financial aid counselor reviews your information, you could be asked to submit additional documentation.

### A. STUDENT AND FAMILY INFORMATION

Last name	First name	M.I.	Student ID #
Address (include apt. #)			Date of birth
City	State	ZIP	Phone number (include area code)

**INDEPENDENT STUDENTS:** Include yourself, your spouse, and your dependent children. Include other people only if they now live with you and you provide more than half their support and will continue to provide more than half their support from July 1, 2022 – June 30, 2023.

**DEPENDENT STUDENTS:** Include yourself, your parents, and your parents' other children if (a) your parents provide more than half of their support or (b) the children would be required to provide parental information when applying for Federal Student Aid. Include other people only if they now live with your parents and receive, and will continue to receive, more than half their support from them between July 1, 2022 and June 30, 2023.

FULL NAME	DATE OF BIRTH	RELATIONSHIP TO STUDENT	NAME OF 2022-2023 COLLEGE**
		SELF	Rhode Island College

\*\*Include the name of the college for any household member, who will be enrolled at least half-time, in an undergraduate degree or certificate program at a postsecondary educational institution any time between July 1, 2022 and June 30, 2023. If more space is needed, attach a separate page. Please note: Parents enrolled in a degree or certificate program will not be included in the number in college for verification per federal regulations.

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## **B. STUDENT'S (AND SPOUSE'S) INCOME & BENEFITS INFORMATION**

Check the appropriate box below and provide the requested information and documents:

I/we **used the IRS Data Retrieval Tool** to transfer my/our 2020 income information to the FAFSA.

I/we **have attached** a signed copy of my/our **2020 Federal Tax Return or IRS Tax Return Transcript(s) and included all schedules that were filed.** I have put my student ID number and name on all documents.

I/we was **not required** to file a 2020 Federal IRS Tax Return:

- **Independent Students (and spouse):** Attach a **Verification of Non-Filing Letter**, available by going to [IRS.gov](https://www.irs.gov) or by submitting a completed 4506-T form to the IRS at the address listed on form.
- **All Students:** Complete the chart below, **if you did not have earnings in 2020 please enter "N/A":**

Non-Tax Filers with 2020 earnings are federally required to submit a copy of W-2(s) from each employer to Rhode Island College with this form.		
Name of Employer	Amount Earned in 2020	2020 W-2 and 1099 Forms received from employer?
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>

Note: If more space is required, attach a separate page. If you lost or never received a W-2, contact your employer to request a copy or request a Wage and Income Statement from the IRS.

## **B. PARENTS' INCOME & BENEFITS INFORMATION**

Check the appropriate box below and provide the requested information and documents:

I/we **used the IRS Data Retrieval Tool** to transfer my/our 2020 income information to the FAFSA.

I/we **have attached** a signed copy of my/our **2020 Federal Tax Return or IRS Tax Return Transcript(s) and included all schedules that were filed.** I have put my child's student ID number and name on all documents.

I was employed and had income, but am **not required** to file a 2020 Federal IRS Tax Return:

- **Attach a Verification of Non-Filing Letter for each parent who did not file**, available by going to [IRS.gov](https://www.irs.gov) or by submitting a completed 4506-T form to the IRS at the address listed on form.
- **Complete the chart below, if you did not have earnings in 2020 please enter "N/A":**

Non-Tax Filers with 2020 earnings are federally required to submit a copy of W-2(s) from each employer to Rhode Island College with this form.		
Name of Employer	Amount Earned in 2020	2020 W-2 and 1099 Forms received from employer?
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>

Note: If more space is required, attach a separate page. If you lost or never received a W-2, contact your employer to request a copy or request a Wage and Income Statement from the IRS.

## **D. CERTIFICATION AND SIGNATURE(S) FOR INDEPENDENT STUDENTS**

Each person signing this worksheet certifies that all the information reported on it is complete and correct.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature

\_\_\_\_\_  
Date

## **E. CERTIFICATION AND SIGNATURE(S) FOR DEPENDENT STUDENTS**

Each person signing this worksheet certifies that all the information reported on it is complete and correct.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date