



Return this form to:  
 Office of Financial Aid  
 1156 College Drive  
 Summit, MS 39666  
 Fax: 601-276-3888

**2022-2023 Dependent Verification Worksheet**

Your 2022–2023 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. This information should be submitted as soon as possible so that your financial aid will not be delayed.

**A. Student’s Information**

Student’s Last Name	First Name	M.I.	Student ID or Social Security Number
Student’s Street Address (include apt. no.)			Student’s Home Phone or Cell Number
City State Zip Code			Student’s Date of Birth

**B. Number of Household Members and Number in College**

List below the people in the student’s household. Include:

- The student.
- The parents (including a stepparent) even if the student doesn’t live with the parents.
- The parents’ other children if the parents will provide more than half of the children’s support from July 1, 2022 through June 30, 2023, or if the other children would be required to provide parental information if they were completing a FAFSA for 2022–2023. Include children who meet either of these standards, even if a child does not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other person’s support, and will continue to provide more than half of that person’s support through June 30, 2023.

**INCLUDE THE NAME, AGE AND RELATIONSHIP TO ALL INDIVIDUALS LIVING IN YOUR HOUSEHOLD!**

For any household member who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2022, and June 30, 2023, include the name of the college.

If more space is needed, provide a separate page with the student’s name and ID number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</i>	<i>Southwest Mississippi Community College</i>	

**Note:** We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

**STUDENT TAX FILERS**

**C. Verification of 2020 IRS Income Tax Return Information for Student Tax Filers (COMPLETE THIS SECTION ONLY IF STUDENT FILED A 2020 IRS TAX RETURN)**

**Important Note:** The instructions below apply to the student.

**Instructions:** Complete this section if the student filed a 2020 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](https://fafsa.gov).* In most cases, no further documentation is needed to verify 2020 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

**Check the box that applies:**

- The student has used/will use the IRS DRT in *FAFSA on the Web* to transfer 2020 IRS income tax return information into the student’s FAFSA.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2020 IRS Tax Return Transcript(s) or a signed copy of the 2020 1040.**

A **2020 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by MAIL – Go to [www.irs.gov](https://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Get Transcript ONLINE – Go to [www.irs.gov](https://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Automated Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

**STUDENT NON-TAX FILERS**

**D. Verification of 2020 Income Information for Student Nontax Filers (Not required if completed section C)**

The instructions and certifications below apply to the student. Complete this section if the student will not file and is not required to file a 2020 income tax return with the IRS.

**Check the box that applies:**

- The student was not employed and had no income in 2020.
- The student was employed in 2020 and has listed below the names of all employers, the amount earned from each employer in 2020, and whether an IRS W-2 form is provided. [Provide copies of all 2020 IRS W-2 forms issued to the student by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

Employer’s Name	IRS W-2 Provided?	Annual Amount Earned in 2020
<i>(Example) ABC’s Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

**PARENT TAX FILERS**

**E. Verification of 2020 IRS Income Tax Return Information for Parent Tax Filers (COMPLETE THIS SECTION ONLY IF THE PARENT FILED A 2020 IRS TAX RETURN)**

**Important Note:** The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2020 or had a change in marital status after December 31, 2020.

**Instructions:** Complete this section if the parents filed a 2020 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](https://fafsa.gov).* In most cases, no further documentation is needed to verify 2020 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

**Check the box that applies:**

- The parents have used/will use the IRS DRT in *FAFSA on the Web* to transfer 2020 IRS income tax return information into the student’s FAFSA.

The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2020 IRS Tax Return Transcript(s) or a signed copy of the 2020 1040.**

A **2020 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by MAIL – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Get Transcript ONLINE – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Automated Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

If the parents filed separate 2020 IRS income tax returns, the IRS DRT cannot be used and the **2020 IRS Tax Return Transcript(s)** must be provided for each.

### PARENT NON-TAX FILERS

#### F. Verification of 2020 Income Information for Parent Nontax Filers (Not required if completed section E)

The instructions and certifications below apply to the student’s parents. Complete this section if the parent will not file and is not required to file a 2020 income tax return with the IRS.

**An official confirmation of non-filing must be provided if the student’s parent did not file a 2020 IRS Tax Return. A confirmation of non-filing can be obtained from the IRS using Form 4506-T and checking box 7.**

**Check the box that applies:**

- The parent was not employed in 2020 and confirmation of non-filing will be provided.
- The parent was employed in 2020 and has listed below the names of all employers, the amount earned from each employer in 2020, and whether an IRS W-2 form is provided. [Provide copies of all 2020 IRS W-2 forms issued to the parent by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

Employer’s Name	IRS W-2 Provided?	Annual Amount Earned in 2020
<i>(Example) ABC’s Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

#### G. Certification and Signature

Each person signing below certifies that all of the information reported is complete and correct.

**WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.**

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Date