

# UNIVERSITY of DUBUQUE **2023-2024 Verification Worksheet**

Federal Student Aid Programs

## Dependent V1

Your 2023-2024 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, the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

### A. DEPENDENT STUDENT'S INFORMATION

Student's Last Name	Student's First Name	Student's M.I.	Student ID Number
Student's Street Address (include apt. #)			Student's Date of Birth
City	State	Zip Code	Student's E-Mail Address
Student's Home Phone Number (include Area Code)			Student's Alternative or Cell Phone Number

### B. DEPENDENT STUDENT'S FAMILY INFORMATION

List the people in your parent(s) household. Include:

- Yourself (the student);
- Your parent(s)/step-parent as listed on the FAFSA;
- Your parent's other children if your parent(s) will provide more than half of the child's 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 2023-2024 FAFSA. 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, 2024.

Name (First and Last)	Age	Relationship to Student	Name of College Attending in 2023-2024 (If student is enrolled at least half-time.)
		Self	University of Dubuque

Attach additional sheets of paper if necessary to include additional family members.

**\*Definition of Parent:** A parent is defined by the Department of Education as the biological or adoptive parent(s) of the student. If parents are married to each other, both parents' information must be included. If parents are not married to each other but still live together in the same household, both parents' information must be included. If the student's parents are divorced or separated, use the information for the parent the student lived with more during the past 12 months. If that parent is remarried, the data must also include the stepparent's information. A legal guardian, grandparent or foster parent is not considered a parent unless they have legally adopted the student.

**C. DEPENDENT STUDENT’S INCOME INFORMATION – CALENDAR YEAR 2021 (Check one)**

- Student has used or is planning to use the IRS Data Retrieval Tool to transfer 2021 IRS income tax return information into the student’s FAFSA.
- Student is unable or chooses not to use the IRS Data Retrieval Tool, but will provide the school a **signed** copy of the student’s 2021 federal income tax return (Form 1040 and any Schedules filed) or a 2021 tax **return** transcript obtained at [www.irs.gov](http://www.irs.gov).
- Student was not required to file a 2021 federal tax return. Copies of all 2021 W2s received must be submitted to the school.

Employer’s Name	2021 Wages Earned

**D. PARENT(S) INCOME INFORMATION – CALENDAR YEAR 2021 (Check one)**

- Parent(s) has used or is planning to use the IRS Data Retrieval Tool to transfer 2021 IRS income tax return information into the student’s FAFSA.
- Parent(s) is unable or chooses not to use the IRS Data Retrieval Tool, but will provide the school a **signed** copy of the parent’s 2021 federal income tax return (Form 1040 and any Schedules filed) or a 2021 IRS Tax **return** transcript obtained at [www.irs.gov](http://www.irs.gov).
- Parent(s) was not required to file a 2021 federal tax return. Copies of all 2021 W2s received must be submitted to the school. **Proof of non-filing required. \***

Employer’s Name	2021 Wages Earned

**\*Proof of non-filing.** Proof of non-filing is required for parents who did not file a 2021 IRS income tax return. This can be accomplished by completing and submitting to the IRS **Form 4506-T** (<https://www.irs.gov/pub/irs-pdf/f4506t.pdf>). Erasures, scratch-outs, or use of white out will cause the form to be rejected. A separate form must be completed by each individual non-filer.

**E. SIGNATURES AND CERTIFICATION**

Each person signing below certifies that all of the information reported is complete and correct. **The student and one parent whose information was reported on the FAFSA must sign and date.** **NOTE:** If **e-signing**, simply type your name and last 4-digits of your social security number and return it to us via e-mail; otherwise, print this worksheet, sign and date it, then either fax it or mail it using the information below.

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

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Last 4-digits of SS#

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Last 4-digits of SS#

\_\_\_\_\_  
Date

Submit this worksheet to:  
University of Dubuque | Office of Student Financial Planning | 2000 University Ave. | Dubuque, IA 52001

Email: [mschmitt@dbq.edu](mailto:mschmitt@dbq.edu) | Fax 563.589.3690  
Questions? Call 563.589.3169 | E-mail: [mschmitt@dbq.edu](mailto:mschmitt@dbq.edu)