

2023-24 VERIFICATION WORKSHEET (INDEPENDENT STUDENT)

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www.champlain.edu

Your 2023-24 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "Verification." The Office of Financial Aid is required to compare information reported on your FAFSA application with 2021 IRS tax information. Verification must be completed before your financial aid can be finalized and credited to your student account. We may request additional information if there are differences between your FAFSA and the verification form. If necessary we will update your FAFSA, recalculate your aid eligibility and send you a revised award letter.

WHAT YOU NEED TO DO:

- Collect all required documents
- Complete the worksheet in full – **DO NOT LEAVE ANY ITEMS BLANK**
- The student must sign the completed worksheet
- Submit all requested items to the Office of Financial Aid. Items can be submitted via US MAIL, FAX, EMAIL, OR IN PERSON

STUDENT INFORMATION (PLEASE PRINT)

LAST NAME	FIRST NAME	MI	CHAMPLAIN COLLEGE ID NUMBER
ADDRESS			DATE OF BIRTH
CITY	STATE	ZIPCODE	TELEPHONE NUMBER (INCLUDE AREA CODE)

Independent Student's Family Information

List below the people in your household, including:

- Yourself
- Your Spouse, if you are married.
- Your children, if any, if you will provide more than half of their support from July 1, 2023 through June 30, 2024, or if the child would be required to provide your information if they were completing a FAFSA. Include children who meet either of these standards, even if they do not live with you.
- Other people if they currently live with you and you will be providing more than half of their support and will continue to provide more than half of their support through June 30, 2024.
- Include the name of the college for any household member who will be attending, at least half time in a degree, diploma or certificate program at a postsecondary educational institution between July 1, 2023 and June 30, 2024.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time(Y/N)
		Self		

IF MORE SPACE IS NEEDED, ATTACH A SEPARATE PAGE WITH YOUR NAME AND STUDENT ID LISTED AT THE TOP (OVER)



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

STUDENT TAX AND INCOME INFORMATION

TAX RETURN FILERS ONLY – Complete this section if the student has filed or will file a 2021 income tax return with the IRS.

Check only one box below:

- The FAFSA was completed using the IRS Data Retrieval tool. No adjustments were made to any of the income information transferred to the FAFSA.
- The FAFSA could not be completed using the IRS Data Retrieval tool. A copy of my signed federal tax return OR official IRS tax transcript for the 2021 tax year and applicable schedules are attached (You can obtain a free tax transcript at <http://www.irs.gov/Individuals/Get-Transcript>)
- I have been granted a filing extension by the IRS and have attached IRS FORM 4868, 2021 W2 Forms, Letter from the IRS indicating that the extension has been extended beyond the original automatic extension date, and if Self Employed a signed and dated statement listing 2021 Adjusted Gross Income.

NON TAX FILERS ONLY - Complete this section if the student will not file and is not required to file a 2021 income tax return with the IRS.

Check the box that applies:

- The student was not employed and had no income earned from work in 2021. The student is required to submit an **IRS Verification of Non Filing Letter** (Complete IRS Form 4506 T to request the required letter).
- The student was employed in 2021 and has listed below the names of all the student's employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is attached. **Attach copies of all 2021 IRS W-2 forms issued to the student by employers and an IRS Verification of Non Filing Letter.** If you are having difficulty obtaining the Non Filing Letter from the IRS please email compass@champlain.edu for further guidance.

Employer's Name	2021 Amount Earned	IRS W-2 Attached?

SPOUSE TAX AND INCOME INFORMATION

TAX RETURN FILERS ONLY – Complete this section if your spouse has filed a 2021 income tax return with the IRS. Check only one box below:

- The FAFSA was completed using the IRS Data Retrieval tool. No adjustments were made to any of the income information transferred to the FAFSA.
- The FAFSA could not be completed using the IRS Data Retrieval tool. A copy of my spouse's signed federal tax return OR official IRS tax transcript for the 2021 tax year is attached (You can obtain a free tax transcript at <http://www.irs.gov/Individuals/Get-Transcript>)
- My spouse has been granted a filing extension by the IRS and we have attached IRS FORM 4868, 2021 W2 Forms, Letter from the IRS indicating that the extension has been extended beyond the original automatic extension date, and if Self Employed a signed and dated statement listing 2021 Adjusted Gross Income.

NON TAX FILERS ONLY - Complete this section if your spouse will not file and is not required to file a 2021 income tax return with the IRS.

Check the box that applies:

- My spouse was not employed and had no income earned from work in 2021. My spouse is required to submit an **IRS Verification of Non Filing Letter** (Complete IRS Form 4506 T to request the required letter).
- My spouse was employed in 2021 listed below are the names of all the spouse's employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is attached. **Attach copies of all 2021 IRS W-2 forms issued to the student's spouse by all employers and an IRS Verification of Non Filing Letter.** If you are having difficulty obtaining the Non Filing Letter from the IRS please email compass@champlain.edu for further guidance.

Employer's Name	2021 Amount Earned	IRS W-2 Attached?

CERTIFICATION AND SIGNATURE

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

The student must sign and date this form.

STUDENT'S SIGNATURE _____

DATE _____

SPOUSE'S SIGNATURE (REQUIRED IF NON TAX FILER) _____

DATE _____

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