

FINANCIAL AID OFFICE

1537 University blvd. Morrilton, AR 72110

(501) 977-2055 1-800-264-1094 Fax: (501) 977-2123

www.uaccm.edu

VERIFICATION WORKSHEET INDEPENDENT STUDENT

Your 2024-2025 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 and your spouse (if applicable) 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 and your spouse (if applicable) 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. INDEPENDENT STUDENT'S INFORMATION

Name: (Last Name)		(First Name)		(Middle Initial)
Social Security No.:	Student ID No.:		Phone No.:	
Date of Birth:		E-Mail Address:		
Mailing Address:				
(Street address,	P.O. Box, Rural Route, Apartment N	Number, Etc.)		
(City)	(State)		(Zip)	(County)

B. INDEPENDENT STUDENT'S FAMILY INFORMATION

Number of Family Members: List below the people in the <u>student's family</u>. If more space is needed, provide a separate page with the student's name and ID number at the top. Family members include:

- The student
- The student's spouse, if applicable.
- The student's dependent children if the following are true:
 - They live with the student (or live apart because of college enrollment),
 - They receive more than half of their support from the student, and
 - They will continue to receive more than half their support from the student during the award year.
- Other persons if the following are true:
 - They live with the student,
 - They receive more than half of their support from the student, and
 - The will continue to receive more than half their support from the student during the award year.

The provided criteria for "dependent children" or "other persons" align with the requirement that family size align with whom the student could claim as a dependent on the U. S. tax return if the student were to file a U. S. tax return at the time of completing the 2024-2025 FAFSA. As a result, the student should not include any unborn children in the family size.

Full Name	Age	Relationship
Example: Missy Jones	18	Sister
		Self
	1	1



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C. TAX AND/OR INCOME INFORMATION NEEDED FOR VERIFICATION

TAX RETURN FILERS

The instructions below apply to the student and spouse (if the student is married). Notify the Financial Aid Office if the student or spouse filed separate IRS income tax returns for 2022 or had a change in marital status after December 31, 2022.

INSTRUCTIONS

Complete this section if the student and spouse filed or will file a 2022 income tax return with the IRS. As part of federal student aid eligibility, students, and spouses (as appropriate) will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the student and spouse filed separate 2022 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. If the 2022 income tax return information for the student (or spouse, if applicable) was not available or could not be used, the student should provide the institution with a 2022 IRS Tax Return Transcript or a signed copy of the 2022 income tax return and applicable schedules.

A 2022 IRS TAX RETURN TRANSCRIPT MAY BE OBTAINED THROUGH

- Get Transcript by Mail www.irs.gov: Click "Get Your Tax Record". Click "Get Transcript by Mail". Make sure to request the "Return Transcript and NOT the "Account Transcript". The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Get Transcript Online www.irs.gov: Click "Get Your Tax Record". Click "Get Transcript Online". Make sure to request the "Return Transcript and NOT the "Account Transcript". To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- Automated Telephone Request 1-800-908-9946: Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form IRS Form 4506T-EZ or IRS Form 4506-T: The transcript is generally received within 10 business days
 from the IRS's receipt of the paper request form.

INDIVIDUALS GRANTED A FILING EXTENSION BY THE IRS

An individual who is required to file a 2022 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for the tax year 2022, must provide:

- A signed statement listing the sources of any 2022 income and the amount of income from each source;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension for the tax year 2022;
- A copy of IRS Form W-2 for each source of employment income received or an equivalent document for tax year 2022; and
- If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for the tax year 2022.

INDIVIDUALS WHO FILED AN AMENDED IRS INCOME TAX RETURN

An individual who filed an amended IRS income tax return for tax year 2022 must provide a signed copy of the 2022 IRS Form 1040X, "Amended U.S. Individual Income Tax Return", that was filed with the IRS or documentation from the IRS that include the change(s) made by the IRS, **in addition to one of the following:**

- Updated income and tax information from the IRS on the FAFSA record with all tax information from the original tax return;
- A 2022 IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed); or
- A signed copy of the 2022 IRS Form 1040 and the applicable schedules that were filed with the IRS.

INDIVIDUALS WHO WERE VICTIMS OF IRS TAX-RELATED IDENTITY THEFT

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return Data Base View (TRDBV) transcript obtained from the IRS or, if unable to obtain a TRDBV, an equivalent document provided by the IRS or a copy of the signed 2022 income tax return and applicable schedules the individual filed with the IRS; and
- A statement signed and dated by the tax filer indicating that they are a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

INDIVIDUALS WHO FILED NON-IRS INCOME TAX RETURNS

A tax filer who filed and income tax return with a tax authority other than the IRS may provide a signed copy of their income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.



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NON-TAX FILERS

The instructions below apply to the student and/or parent(s) that did not file and are not required to file a 2022 income tax return with the IRS.

- The student and spouse were not employed and had no income earned from work in 2022.
- The student and/or spouse were employed in 2022 and have listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form or and equivalent document is provided. [Provide copies of all 2022 IRS W-2 forms issued to the student and/or spouse by their employer(s)]. List every employer even if the employer did not issue and IRS W-2 form.
- Provide a signed and dated statement certifying that the individual has not filed and is not required to file a 2022 income tax return, as well as the sources of 2022 income earned from work and the amount of income from each source.

D. DEPENDENT STUDENT'S INCOME INFORMATION TO BE VERIFIED

Check the box that applies (refer to Section C for more details if needed)

I, the student (and spouse, if applicable), did file taxes in 2022. If tax information was not able to be transferred from the IRS to the FAFSA or if I had to manually input my tax information on the FAFSA, I will submit tax information according to one of the methods listed above.

I, the student (and spouse, if applicable), was either granted a filing extension by the IRS, Amended 2022 IRS Income Taxes, am an individual who was a victim of IRS tax-related identity theft, or I filed a non-IRS income tax return, AND I understand the information that must be submitted to the Financial Aid Office from the details above.

The student (or spouse, if applicable), was NOT employed and had NO income earned from work in 2022.

The student (or spouse, if applicable), was employed in 2022 and have listed below the names of all my employers, the amount earned from each employer in 2022, and whether an IRS W-2 form is attached. Attach copies of all 2022 IRS W-2 forms issued to the student by employers. *List every employer even if the company did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and ID Number at the top.*

Student Employer's Name	2022 Amount Earned	IRS W-2 Attached
Example: Suzy's Auto Body Shop	\$2,000	Yes
		Yes No
		Yes No
Spouse's Employer's Name (if applicable)	2022 Amount Earned	IRS W-2 Attached

spouse's Employer's Name (ii applicable)	2022 Alliount Eameu	IKS W-2 Attacheu
Example: Suzy's Auto Body Shop	\$2,000	Yes
		Yes No
		Yes No

F. CERTIFICATION AND SIGNATURES

Each person signing below certifies that all of the information reported is complete and correct. The student and spouse (if applicable) whose information was reported on the FAFSA must sign and date. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sent to prison, or both**.

Signature:	Date:	
(student)		
Signature:	Date:	
(spouse if applicable)		

You should make a copy of this worksheet for your records.