

# Kuyper College

## 2023 – 2024 Verification Worksheet

## Dependent Student

Your 2023 - 2024 Free Application for Federal Student Aid (FAFSA) was selected for review by the Federal Government in a process called “verification”. The law states that before awarding Federal Student Aid, we must ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information, the Director of Financial Aid at Kuyper College 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 at least one parent must complete and sign this worksheet, attach, and submit all required documents to the Director of Financial Aid at Kuyper College. Kuyper may ask for additional information. If you have questions about verification, contact the Financial Aid Office as soon as possible so that your aid will not be delayed. **Our contact information can be found on page 8.**

### A. Dependent Student Information

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

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

**Number of Household Members:** List below the people in the parent’s household. Please include:

- The student.
- The parents (including stepparent) even if the student does not live with the parents.
- The parents’ other children if the parents will provide more than half of those children’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 FAFSA for 2023-2024. Include children who meet either of these criteria, even if the children do not live with the parents.
- Other people now living with the parents for whom the parents provide more than half of those people’s support and will continue to provide more than half of their support through June 30, 2024.

**Number in College:** Include below, information about any household member, excluding parents, 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, 2023 and June 30, 2024 and include the name of the institution. If more space is needed please provide a separate page with the student’s name at the top.

Full Name	Age	Relationship	Institution	Will be Enrolled at Least Half Time
<i>Don Larsen (example)</i>	<i>18</i>	<i>Sister</i>	<i>Kuyper College</i>	<i>Yes</i>
		Self		

**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.

**C. Dependent Student’s Financial Information Verification**

- I (the student) filed a 2021 tax return.
- The student was not employed and earned no income from work in 2021.
- The student was employed in 2021 and has listed below the names of all employers, the amount earned from each employer in 2021 and whether an IRS W-2 form or an equivalent document is provided. [Attach copies of all 2021 IRS W-2 forms issued to the student by their employer(s)]. List every employer even if the employer did not issue an IRS W-2.

If more space is needed please provide a separate page with the student’s name at the top.

Employer’s Name	IRS W-2 or Equivalent Document Provided?	Annual Amount Earned in 2021
<i>ABC’s Auto Body Shop (example)</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

**2021 Non-Filers:** Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2021 that indicates a 2021 IRS income tax return was not filed with the IRS or other relevant tax authority.

- Check here if confirmation of non-filing is provided.
- Check here if confirmation of non-filing will be provided later.

**D. Verification of 2021 IRS Income Tax Return Information for Student Tax Filers**

**Instructions:** Complete this section if the student filed or will file a 2021 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 2021 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed.

**Check the box that applies:**

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2021 IRS income tax return information into the student’s FAFSA.
- The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2021 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 Kuyper College with a **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedule.**

**A 2021 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 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 – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, 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.  
The 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. available at [IRS.gov](http://IRS.gov)  
The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.
- Check here if a **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules** is provided.
- Check here if a **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules** will be provided later.

**E. Parent's Financial Information Verification**

- My parent(s) filed a 2021 tax return.

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2021 income tax return with the IRS.

**Check the box that applies:**

- Neither parent was employed and neither had income earned from work in 2021.
- One or both parents were employed in 2021 and have listed below the names of all employers, the amount earned from each employer in 2021 and whether an IRS W-2 form or an equivalent document is provided. [Attach copies of all 2021 IRS W-2 forms issued to parent(s) by employers]. List every employer even if the employer did not issue an IRS W-2.

If more space is needed provide a separate page with the student's name at the top.

Employer's Name	IRS W-2 or Equivalent Document Provided?	Annual Amount Earned in 2021
<i>ABC's Auto Body Shop (example)</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

**2021 Non-Filers:** Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2021 that indicates a 2021 IRS income tax return was not filed with the IRS or other relevant tax authority.

- Check here if confirmation of non-filing is provided.
- Check here if confirmation of non-filing will be provided later.

## F. Verification of 2021 IRS Income Tax Return Information for Parent Tax Filers

**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 2021 or had a change in marital status after December 31, 2021.

**Instructions:** Complete this section if the parents filed or will file a 2021 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 2021 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 the IRS DRT in *FAFSA on the Web* to transfer 2021 IRS income tax return information into the student's FAFSA.
- The parents have not yet used the IRS DRT in *FAFSA on the Web* but will use the tool to transfer 2021 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 Kuyper College with a **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules.**

### A 2021 IRS Tax Return Transcript may be obtained through:

- Get Transcript by MAIL – Go to [www.irs.gov](https://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 – Go to [www.irs.gov](https://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.  
The 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.

If the parents filed separate 2021 IRS income tax returns, the IRS DRT cannot be used and **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules** must be provided for each.

- Check here if a **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules** is provided.
- Check here if a **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules** will be provided later.

**Only Complete the Following Sections if Applicable:**

**G. Verification of Other Untaxed Income for 2021**

If the student was required to provide parental information on the FAFSA, answer each question below as it applies to the student and the student’s parent(s) whose information is on the FAFSA.

**If any item does not apply**, enter “N/A” for Not Applicable where a response is requested or enter “0” in an area where an amount is requested. **To determine the correct annual amount for each item:** If you paid or received the same dollar amount every month in 2021, multiply that amount by the number of months in 2021 you paid or received it. If you did not pay or receive the same amount each month in 2021, add together the amounts you paid or received each month. If more space is needed, provide a separate page with the student’s name at the top.

**Payments to tax-deferred pension and retirement savings.**

List any payments (direct or withheld from earnings) to tax-deferred pension and retirement savings plans (e.g. 401(k) or 403(b) plans), including but not limited to, amounts reported on W-2 forms in boxes 12a through 12d with codes D, E, F, G, H and S.

Name of Person Who Made the Payment	Total Amount Paid in 2021

**Child support received.**

List the actual amount of any child support received in 2020 for children in your household.

**Do not include** foster care payments, adoption payments or any amount that was court-ordered but not actually paid.

Name of Adult Who Received Support	Name of Child for Whom Support Was Received	Amount of Child Support Received in 2021

**Housing, food, and other living allowances paid to members of the military, clergy and others.**

Include cash payments and/or the cash value of benefits received.

**Do not include** the value of on-base military housing or the value of a basic military allowance for housing.

Name of Recipient	Type of Benefit Received	Amount of Benefit Received in 2021

**Veteran non-education benefits.**

List the total amount of veteran non-education benefits received in 2021. Include Disability, Death Pension, Dependency, and Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.

**Do not include** Federal veteran educational benefits such as: Montgomery GI Bill, Dependents Educational Assistance Program, VEAP Benefits, Post-9/11 GI Bill.

Name of Recipient	Type of Veteran Non-Education Benefit	Amount of Benefit Received in 2021

**Other Untaxed Income.**

List the amount of other untaxed income not reported and not excluded elsewhere on this form. Include untaxed income such as workers’ compensation, disability, Black Lung Benefits, untaxed portions of health savings accounts from IRS Form 1040 Line 25, Railroad Retirement Benefits, etc.

**Do not include** any items reported or excluded in Section E above. In addition, do not include student aid, Earned Income Credit, Additional Child Tax Credit, Temporary Assistance to Needy Families (TANF), untaxed Social Security benefits, Supplemental Security Income (SSI), Workforce Investment Act (WIA) educational benefits, combat pay, benefits from flexible spending arrangements (e.g. cafeteria plans), foreign income exclusion, or credit for federal tax on special fuels.

Name of Recipient	Type of Other Untaxed Income	Amount of Other Untaxed Income Received in 2021

**Money received or paid on the student’s behalf.**

List any money received or paid on the student’s behalf (e.g. payment of the student’s bills) and not reported elsewhere on this form. Enter the total amount of cash support the student received in 2021. Include support from a parent whose information was not reported on the student’s 2023–2024 FAFSA. For example, if someone is paying rent, utility bills, etc., for the student, or gives cash, gift cards, etc. to the student, include the amount of that person’s contributions. Amounts paid on the student’s behalf also include any distributions to the student from a 529 plan owned by someone other than the student or the student’s parents, such as grandparents, aunts and uncles.

Purpose (e.g. cash, rent, books etc.)	Amount Received in 2021	Source

**H. Additional Information**

Please provide information about any other resources, benefits, and other amounts received by the student and any members of the student’s household. This may include items that were not required to be reported on the FAFSA or other forms submitted to Kuyper’s Financial Aid Office. Include such things as Federal veteran education benefits, military housing, SNAP, TANF, etc. If more space is needed, provide a separate page with the student’s name and ID number at the top.

Name of Recipient	Type of Financial Support	Amount of Financial Support Received in 2021

**Comments:**

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**I. Certifications and Signatures**

Each person signing below certifies that all of the information reported is complete and correct. Student and parent signatures are required.

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Parent Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**WARNING: Purposely giving false or misleading information may result in a fine, imprisonment or both.**



Please submit this form to the Kuyper College Financial Aid Office

3333 East Beltline Ave. NE – Grand Rapids, MI 49525 P: 800.511.3749 / F: 616.222.3045 / financialaid@kuyper.edu