

# 202 -202 Verification Worksheet

Office of FinancialAid | 1950 Third Street | La Verne, CA 91750 Phone: (800) 649-1600 | Fax: (909) 448-629

Your 202 -202 Free Application for Federal Student Aid (FAFSA) was selected for a process called "Verification". The University of La Verne must compare your FAFSA with the information on this worksheet and other required documents. We are unable to finalize your financial aid until all required verification documents are received. Failure to complete the verification process in a timely manner may result in the loss of aid.

**SECTION 1: STUDENT INFORMATION**

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parents' household. Include:

INDEPENDENT STUDENTS

Number of Household Members: List below the people in the household. Include:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><i>f</i> The student.</li> <li><i>f</i> The parents (including a stepparent) even if the student doesn't live with the parents.</li> <li><i>f</i> The parents' other children if the parents will provide more than half of the children's support from July 1, 202 , through June 30, 202 , or if the other children would be required to provide parental information if they were completing a FAFSA for 202 -202 . Include children who meet either of these standards, even if a child does not live with the parents.</li> <li><i>f</i> 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, 202 .</li> </ul> | <ul style="list-style-type: none"> <li><i>f</i> The student.</li> <li><i>f</i> The student's spouse, if the student is married.</li> <li><i>f</i> The student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 202 , through June 30, 202 , even if a child does not live with the student.</li> </ul> |
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		Self	University of La Verne

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**SECTION 3:**

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### SECTION 4: VERIFICATION OF 202 INCOME INFORMATION FOR PARENT TAX FILERS

This page applies to the Parent(s)

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 202 or had a change in marital status after December 31, 202 .

If your parents are married and filed a joint tax return in 202 , or your parent is single and filed taxes in 202 check the box that applies:

- The parent(s) have used the IRS DRT in FAFSA on the Web to transfer 202 IRS income tax return information into the student's FAFSA. This is the best way to provide the federal tax data. You can go back to the student's FAFSA and use the retrieval tool now. [www.fafsa.gov](http://www.fafsa.gov).
- The parent(s) are unable or choose not to use the IRS DRT in FAFSA on the Web, and instead will provide the institution with a 202 IRS T 0.01 Tw (insgw (d)Tj 0.01 Tw (will)Tj 0 )Tj t 0.1328sfer

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**SECTION 2: SIGNATURE AND ACKNOWLEDMENT**

By signing this worksheet, I (we) certify that all the information reported on it is complete and correct. Per Department of Education guidelines, I understand that purposely giving false or misleading information on the FAFSA or this worksheet may result in loss of aid and additional penalties including fines, imprisonment, or both.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (Dependent Students Only)

\_\_\_\_\_  
Date

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Common Questions

Why am I completing this "Verification" process?

Your 202 -202 Free Application for Federal Student Aid (FAFSA) was selected for a process called "Verification" by the Department of Education. The law says that the University of La Verne must compare your FAFSA with the information on the worksheet and other required documents. We cannot process your financial aid until you submit all the required verification documents. Failure to complete the verification process in a timely manner may result in the loss of aid.

How do I obtain my Tax Return Transcript?

A 202 IRS Tax Return Transcript may be obtained through:

- x Get Transcript Online – Go to [www.irs.gov](http://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.
- x Get Transcript by Mail – Go to [www.irs.gov](http://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.
- x Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- x 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.

How do I obtain my non-filing letter?

- x Use instructions above for the Tax Return Transcript and request the "Verification of Non-filing Letter" for 202 .

How do I submit my completed documents?

- The most secure way to submit documents is through the Laverne Portal, via the Financial Aid Document upload.
  - o From LaVerne.edu use link for La Verne Portal and login.
  - o Click on "8 S O F D R G Q cial Aid Documents" ( ) U R P W K H J U H H Q E D U Penu)
  - o Click on "Upload!" to upload documents (right hand side)
  - o Click on "Browse..." and locate the document you want to upload. Each document file must be uploaded separately. If a document is too large and cannot be uploaded you will receive an error message

Other options:

- x Fax documents to 909-448-1629.
- x You may email your documents to [finaid@laverne.edu](mailto:finaid@laverne.edu). For your security be sure to encrypt your email, otherwise our system will be unable to retrieve your unsecured documents.

What is next?

Your documents will be reviewed for completeness. Any incomplete documents will be returned and we will require any missing information, please be sure to read through and complete all sections of the worksheet.

Your verification may take up to 21 days to process and complete. If you have any questions feel free to email our department at [finaid@laverne.edu](mailto:finaid@laverne.edu) or by calling 800-649-0160.

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### Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for tax year 202 must provide a signed copy of the 202 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:

- f* IRS DRT information on an ISIR record with all tax information from the original tax return;
- f* A 202 IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; or
- f* A signed copy of the 202 IRS Form 1040 and the applicable schedules that were filed with the IRS.

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