

# UNIVERSITY OF HARTFORD

## 2023–2024 Verification Worksheet

Your application was selected for by the U.S. Dept. of Education in a process called verification. According to the Federal Student Aid program rules, the school must request, review and compare your **2021** financial documents with information provided on your Free Application for Student Aid (FAFSA). If there are differences between your application and your financial documents, you or the school may need to make corrections. Please carefully read and review each section.

### **PART A. Student Information**

Student's Last Name	Student's First Name	Student's ID#	
Address	City	State	Zip Code
Home Phone	Cell Phone		

### **PART B. Confirming Household Information**

In the table, record your information, as well as anyone who meets the criteria below:

*Dependent Students* – If you completed the FAFSA and **did** have to provide your parent(s) income:

- Yourself,
- Your parents, including step-parents, as reported on your 2023-2024 FAFSA
- Your parent(s)' other dependent children if your parent(s) will provide more than half of their support from July 1, 2023 through June 30, 2024.
- Other people only if they now live with your parent(s) and your parent(s) will provide more than half of their support from July 1, 2023 through June 30, 2024.

*Independent Students* – If you completed the FAFSA and **did not** have to provide your parent(s) income:

- Yourself,
- Your spouse (if you are married)
- Your children if you will provide more than half of their support from July 1, 2023 through June 30, 2024
- Other people only if they live with you and you/your spouse provide more than half of their support and will continue to do so from July 1, 2023 through June 30, 2024

For any individuals enrolled for 6 or more credits in a degree seeking program, please list the name of the college/university they attend.

	Full Name	Age	Relation to Student	Name of College/University Attending
1				
2				
3				
4				
5				
6				
7				

**PART C. Student Tax Status and Requirements**

Please check the box that is applicable for the student/spouse.

- The student/spouse did not work in 2021 and is not required to file a tax return.  
**Independent students must submit an IRS Non-Filing Letter for the 2021 tax year.**
- The student and/or spouse used the IRS Data Retrieval Tool for the FAFSA to transfer 2021 income information onto the student's FAFSA
- The student and/or spouse did not or could not use the IRS Data Retrieval Tool for the FAFSA. You must attach an official 2021 IRS Tax Return Transcript.
- The student and/or spouse worked but were not required to file a 2021 Federal Tax return. Complete the section below and attach 2021 W-2's.

**Independent students must submit an IRS Non-Filing Letter and W-2's for the 2021 tax year.**

<i>If you selected the last box complete the information below:</i>	
Employer's Name	Amount Earned in 2021
	\$
	\$

**PART D. Parent Tax Status and Requirements**

Please check the box applicable to the parent(s), if parent information was required on the FAFSA.

- The parent used the IRS Data Retrieval Tool for the FAFSA to transfer 2021 IRS income information onto the students FAFSA.
- The parent did not or could not use the IRS Data Retrieval Tool for the FAFSA. You must submit a 2021 IRS Tax Return Transcript.
- The parent is a *victim of IRS Identity Theft*. Provide a copy of the official IRS letter documenting your circumstance.
- The parent did not work in 2021 and is not required to file a 2021 Federal Tax Return. Attach a copy of the IRS Non-Filing Form letter for 2021.
- The parent worked but was not required to file a 2021 Federal Return. Complete the section below and attach copies of your parent's 2021 W-2's and the IRS Non-Filing Letter for the 2021 year.

<i>If you selected the last box complete the information below:</i>	
Employer's Name	Amount Earned in 2021
	\$
	\$

**How to Acquire Tax Documentation:**

To obtain a 2021 IRS Tax Return Transcript you may download the document at [www.irs.gov](http://www.irs.gov). To request a 2021 Non-Filing Letter, complete and mail IRS Form 4506-T.

**PART E. Certification and Signature:**

*A handwritten signature, not electronic/typed, is required below.*

**I (we) certify all information reported is complete and accurate.**

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

\_\_\_\_\_  
Date

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

*(Required if dependent student)*

\_\_\_\_\_  
Date