

Carson-Newman University

2022-2023 Independent Verification Worksheet

Student's Last Name	Student's First Name	Student's M.I.	Student's Identification (ID) Number
Student's E-Mail Address			Student's Home/Cell Phone Number

Your 2022-2023 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. This process is mandated by the US Department Education, requiring schools to verify the data provided on the FAFSA to ensure its accuracy. We must ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this worksheet and with any other required document(s). If there are differences, your FAFSA information may need to be corrected.

You must complete and sign this worksheet and submit it to the Financial Aid Office at your earliest convenience. Please note that additional documentation may be requested for clarification.

PLEASE COMPLETE IN BLUE OR BLACK INK. FORMS COMPLETED IN PENCIL WILL NOT BE ACCEPTED.

A. Household Information

List below the people in your household whose information was included on the FAFSA. Include:

- Yourself (the student)
- Your spouse, if you are married.
- Your children, if you will provide more than half of their support from July 1, 2022, through June 30, 2023, or if the child would be required to provide your information if they were completing a 2022-2023 FAFSA. Include children who meet either of these standards, even if they do not live with you
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2023.

Include the name of the college/university for any household member, who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2022, and June 30, 2023. *If more space is needed, attach a separate page with the student's name and ID number at the top.*

Household Members	Age	Name	Name of College/University Attending	Enrolled at Least Half Time (Y/N)
<i>Student</i>			<i>Carson-Newman University</i>	
<i>Spouse</i>				
<i>Child</i>				
<i>Child</i>				
<i>Child</i>				
<i>Child</i>				
<i>Other</i>				
<i>Other</i>				

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B. Income Tax Information

Check **ONE** box that applies to you (the Student) and **ONE** box that applies to your spouse (if applicable).

STUDENT	SPOUSE
<input type="checkbox"/> I filed a 2020 Federal Tax Return. Did you use the IRS Data Retrieval Tool* to transfer your 2020 tax data directly from the IRS to the FAFSA <input type="checkbox"/> Yes <input type="checkbox"/> No – Update your FASFA and use the IRS Data Retrieval Tool OR submit a copy of your 2020 Tax Return Transcript ** If student and spouse filed separate 2020 IRS income tax returns, then 2020 Tax Return Transcripts must be provided for each. <i>(see information below)</i>	<input type="checkbox"/> I filed a 2020 Federal Tax Return. Did you use the IRS Data Retrieval Tool* to transfer your 2020 tax data directly from the IRS to the FAFSA <input type="checkbox"/> Yes <input type="checkbox"/> No – Update your FASFA and use the IRS Data Retrieval Tool OR submit a copy of your 2020 Tax Return Transcript ** If student and spouse filed separate 2020 IRS income tax returns, then 2020 Tax Return Transcripts must be provided for each. <i>(see information below)</i>
<input type="checkbox"/> I did NOT file a 2020 Federal Tax Return, but did earn income in 2020; however, I was not required to file taxes. (Complete Section C) **An IRS Letter of Non-Filing is required for the student if they did NOT file 2020 taxes** (see information below)	<input type="checkbox"/> I did NOT file a 2020 Federal Tax Return, but did earn income in 2020; however, I was not required to file taxes. (Complete Section C) **An IRS Letter of Non-Filing is required for the spouse if they did NOT file 2020 taxes** (see information below)
<input type="checkbox"/> I was NOT employed and had NO INCOME earned from work in 2020. **An IRS Letter of Non-Filing is required for a student if they did NOT file 2020 taxes** (see information below)	<input type="checkbox"/> I was NOT employed and had NO INCOME earned from work in 2020. **An IRS Letter of Non-Filing is required for a spouse if they did NOT file 2020 taxes** (see information below)

***IRS Data Retrieval Tool**

- Make a correction to you FAFSA online and access the tool within the Financial Information section.
- Don't forget to sign and submit the FAFSA correction.

This allows on-line FAFSA filers to pull their tax data direction from the IRS to auto-fill the tax portion of the FAFSA and is the quickest way to get accurate tax information to the Financial Aid Office.

****How to Obtain an IRS Tax Return Transcript or a Letter of Non-Filing**

- Make an on-line request at <https://www.irs.gov/individuals/get-transcript>
 The requester must have access to a valid email address, a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the requester's name, and specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript will display on-line 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: IRS Form 4506T
 This form needs to be used if you have moved since filing your taxes. The form can be downloaded at www.irs.gov, click "Get Transcript by MAIL". The transcript is generally received within 10 business

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C. Submit Copies of W-2's (For Non-Tax Filers)

All non-tax filers (Students and Spouses, if applicable) must provide copies of all your W-2 forms for income earned from work that were NOT filed with a 2020 Federal Income Tax Return. If you have lost any W-2's, you may order a Wage and Income Transcript from the IRS. You can request this transcript from www.irs.gov. If no employer W-2 can be provided, please list below the employer name, amount earned for 2020, and the reason it cannot be provided.

Employee's Name (Student or Spouse)	2020 Amount Earned	Employer's Name	Reason for Not Providing

D. Signatures

The student must sign and date below. If married, the spouse' signature is optional

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

Each person signing this worksheet certifies that all the information reported is complete and correct.

 Student's Signature

 Date

 Spouse's Signature (not required)

 Date

Please make a copy of this worksheet for your records.

Do not mail this worksheet to the U.S. Department of Education.

***Submit this worksheet to the Financial Aid Office at Carson Newman University, 1646 Russell Avenue,
Jefferson City, TN 37760 or by fax at 865-471-2035.***

If you should have any questions, please contact the Financial Aid Office at 1-800-678-9061 or 865-471-3247.