



2023-2024 Verification Worksheet

Independent Student - Tracking Group V1

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal regulations require the CIA Office of Financial Aid to confirm the information you and your spouse (if married) reported on your 2023-2024 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 will be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the CIA Office of Financial Aid. The CIA Office of Financial Aid will contact you if we need any additional information. If you have questions about verification, contact the CIA Office of Financial Aid as soon as possible so that you can finalize your eligibility for financial aid.

INDEPENDENT STUDENT'S INFORMATION

Student's Last Name	Student's First Name	MI	Student's CIA ID Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip	Student's Email Address
Student's Home Phone Number		Student's Alternate or Cell Phone Number	

INDEPENDENT STUDENT'S FAMILY INFORMATION

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

- The student.
- The student's spouse, if the student is married.
- 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, 2023, through June 30, 2024, even if a child does not live with the student.
- Other people if they now live with the student and the student or spouse provides 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, 2024.

Number in College: Please include in the space below information about any household member who are, or 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, include the name of the college.

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

Full Name	Age	Relationship	College	Will be Enrolled at Least Half
<i>Missy Jones (example)</i>	28	<i>Spouse</i>	<i>Central University</i>	Yes

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.

Student Name: _____

Student ID Number: _____

A. INDEPENDENT STUDENT'S INCOME INFORMATION TO BE VERIFIED

1. TAX FILERS (only complete this section if you filed taxes in 2021)

Important Note: The instructions below apply to the student and spouse, if the student is married. Notify the CIA Office of Financial Aid if the student or spouse 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 student and spouse 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 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 and/or spouse is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2021 IRS Tax Return Transcript(s) or a signed and dated photocopy of the 2021 IRS 1040 tax return and all schedules.**

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

- **Get Transcript by Mail** - Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax 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, under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax 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.
- **Telephone Request** – 1-800-908-9946. The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Paper Request Form** – Use the links to download 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 online request.

When requesting a transcript, use the Social Security Number (or the IRS individual taxpayer identification number) and the date of birth of the first person listed on the 2021 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2021 IRS income tax return).

In most cases, for electronic tax return filers, 2021 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2021 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2021 paper IRS income tax returns, the 2021 IRS income tax information is available for the IRS DRT or the IRS Tax Return Transcript within 6-8 weeks after the 2021 paper IRS income tax return has been received by the IRS. **Contact the CIA Office of Financial Aid if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.**

If the student and spouse filed separate 2021 IRS income tax returns, the IRS DRT cannot be used and the **2021 IRS Tax Return Transcript(s)** must be provided for each.

- Check here if a **2021 IRS Tax Return Transcript(s)** is provided.
- Check here if a **2021 IRS Tax Return Transcript(s)** will be provided later.
- Check here if a **signed and dated copy of the 2021 IRS 1040 tax return and all schedules** will be provided.

Student Name: _____

Student ID Number: _____

2. NONTAX FILERS (only complete this section if you DID NOT file taxes in 2021)

The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and spouse will not file and are not required to file a 2021 income tax return with the IRS.

Check the box that applies:

- The student and/or spouse were not employed and had no income earned from work in 2021.
- The student and/or spouse was 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 is provided. [Provide copies of all 2021 IRS W-2 forms issued to the student and/or spouse by their employers]. List every employer even if they did not issue an IRS W-2 form.

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

Employer's Name	2021 Amount Earned	IRS W-2 Attached?
ABC Shipping (example)	\$1,280	Yes

You must also 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.

Documentation includes a verification of non-filing letter from the IRS. This form may be obtained by completing an IRS Form 4506-T and checking box 7. An IRS form 4506-T may be downloaded [here](#).

Check the box that applies:

- Check here is a confirmation of non-filing is provided (submit copy of IRS form 4506-T).
- Check here is a confirmation of non-filing will be provided later.

B. CERTIFICATION AND SIGNATURES

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

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

The student must sign and date this form.

Student's Signature

Date

Spouse's Signature (optional)

Date

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

Cleveland Institute of Art
Office of Financial Aid
11610 Euclid Avenue
Cleveland, OH 44106
financialaid@cia.edu

You should make a copy of this worksheet for your records