2022-2023 Verification Worksheet—Dependent Student

Your 2022-2023 FAFSA was selected by the U.S. Dept. of Education for a review process called verification. Your financial aid will be placed on **hold** until this process is completed. You, and at least one parent, must complete and sign this worksheet, attach any required or requested documents, and submit them to the Financial Aid Office. If you have questions, contact the Financial Aid Office as soon as possible so that your financial aid will not be delayed. We are here to help!

Questions? Phone: (503) 375-7006 | Email: financialaid@corban.edu

Student's Last Name _____ Student's First Name _____ Student's Last 4 Digits of SSN _____

INFORMATION TO INCLUDE IN THE CHART BELOW (complete both steps):

Step 1. List everyone in your parents' household following these guidelines

- **Yourself** (the student), even if you do not live in your parents' home.
- **Your parent(s)** (include your stepparent if they live in the home).
- **Your parents' other children** if the parent(s) will provide more than half of their financial support from July 1, 2022 through June 30, 2023, or if the other children would be required to provide parental information if they were competing a 2022-2023 FAFSA. Include children who meet either of these standards, even if a child does not live with the parent(s).
- **Other people** if they now live with your parent(s) and your parent(s) will provide more than half of their support from July 1, 2022 through June 30, 2023.

Step 2. Provide college information for students who will be enrolled at least half-time in a degree, diploma, or certificate program at an eligible college from July 1, 2022 through June 30, 2023. **DO NOT** include college information for a parent who is attending college or a student who has not graduated from high-school, but is taking college classes. *Include the **FULL** name of the college.*

First and Last Name	Age	Relation-ship	College Name (If applicable)	Will be enrolled at least half-time?
Example Student	*20*	*Brother*	*Corban University*	*Yes*
		Self		

IMPORTANT: DO NOT SUBMIT THIS FORM OR ANY SUPPORTING DOCUMENTS VIA EMAIL.

Return this form and required documents using one of the following methods:

Mail, Fax, or Hand-Deliver to: Corban University Financial Aid, 5000 Deer Park Drive SE, Salem, OR 97317.

Secure Fax: (503) 585-4316

Student's Income Information—Calendar Year 2020 (choose one):

_____ Student has used the IRS Data Retrieval Tool (DRT) to transfer their **2020 IRS income tax return** information into the FAFSA.

_____ Student is unable to or chooses not to use the IRS Data Retrieval Tool (DRT) and will provide a copy of their **2020 federal tax return** or a copy of their **2020 tax return transcript** (and 1040X if an amended return was filed). *See below for instructions.

_____ Student will not, and is not required to, file a 2020 federal tax return. If so, complete the chart below.
You must submit copies of any W-2s you received for 2020.

My income for **2020** was from the source(s) and in the amount(s) listed below (List every employer even if they did not issue a W-2):

Employer's Name	Amount Earned in 2020

*Enter "0" if you had no income in 2020 **Total Income Earned from work: $** _____

Parent(s)' Income Information—Calendar Year 2020 (choose one):

_____ Parent(s) have used the IRS Data Retrieval Tool (DRT) to transfer their **2020 IRS income tax return** information into the FAFSA.

_____ Parent(s) are unable to or choose not to use the IRS Data Retrieval Tool (DRT) and will provide a copy of their **2020 federal tax return** or a copy of their **2020 tax return transcript** (and 1040X if an amended return was filed). *See below for instructions.

_____ Parent(s) will not, and are not required to, file a 2020 federal tax return. If so, complete the chart below.
You must submit copies of any W-2s you received for 2020.

My income for **2020** was from the source(s) and in the amount(s) listed below (List every employer even if they did not issue a W-2):

Employer's Name	Amount Earned in 2020

*Enter "0" if you had no income in 2020 **Total Income Earned from work: $** _____

***The 3 acceptable ways to submit 2020 federal tax information are:**

1. **IRS Data Retrieval Tool (DRT):**
   Log into the student's 2022-2023 FAFSA at fafsa.gov. Navigate to the financial information section. You will see a "Link to IRS" button if you are eligible to use the IRS DRT. Click it. Enter your information exactly as it appears on your 2020 federal tax return and hit "submit". Check the box by "Transfer my Tax Information into the FAFSA" and click the "Transfer Now" button. For your protection, your tax information will not be displayed. Remember to electronically sign and submit the FAFSA again using your personal FSA ID and password. Both student and parent may need to sign.
2. **IRS Tax Return Transcript:**
   Go to https://www.irs.gov/individuals/get-transcript. Select either "Get Transcript Online" or "Get Transcript by Mail". Be sure to request the Tax Return Transcript for 2020. Once received, mail or fax the transcript to our office. Please put the student's name on the transcript.
3. **Signed copy of your 2020 federal tax return:** Please sign the tax return even if you submitted it electronically. Include Schedules 1, 2, and 3, if you were required to file them. Mail or fax a copy to our office.

For parents who did not file, and were not required to file a 2020 federal tax return:
Parents are required to submit proof of non-filing from the IRS if a 2020 tax return was not filed. Follow the tax return transcript instructions above, but request a "Verification of Non-filing Letter" for 2020 instead of a tax return transcript. Once received, mail or fax it to our office.

By signing, I affirm that all information on this form, and any attachments, is complete and accurate to the best of my knowledge. I understand that any false statement or misrepresentation may be cause for denial, reduction, withdrawal, and/or repayment of financial aid, and I may be subject to a fine, imprisonment, or both.

Student Signature _____ Date _____ Parent Signature _____ Date _____