



## 2023-2024 Verification Worksheet Independent Student

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we must ask you to confirm the information reported on your FAFSA. The Financial Aid Office will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. The Financial Aid Office may request additional information.

Submit the completed worksheet/required documents to:

Maranatha Baptist University, Financial Aid Office  
745 West Main Street, Watertown, WI 53094  
fax: 920-261-9109/email: financialaid@mbu.edu

*If you have questions, please contact the Financial Aid Office at 920-206-2318.*

### Independent Student's Information

Student's Last Name	First Name	M.I.	Student's Social Security Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address

### Independent Student's Family Information

List the people in your household. Include:

- **Yourself (the student)**
- **Your spouse**, if you are married.
- **Your children or spouse's children**, if you or your spouse will provide more than half of their support from July 1, 2023 through June 30, 2024, or if the children would be required to provide parental information if they were completing a FAFSA for 2023-2024. Include children who meet either of these standards, even if they do not live with you.
- **Other people if they now live with you**, if you provide more than half of their support and will continue to provide more than half of their support through June 30, 2024.

\*Include the name of the college for any household member who will be enrolled at least half time in a degree, diploma, or certificate program at a post-secondary educational institution any time between July 1, 2023-June 30, 2024.

Full Name	Age	Relationship	College*	Will be enrolled at least half time?
Missy Jones (example)	25	Self	Central University	Yes

*If more space is needed, attach a separate page.*

## Student Financial Information

### Did you file a 2021 IRS Tax Return?

- ☐ **Yes** Complete tax return Information below.
- ☐ **No** Complete non-filing Information below.

#### If you filed a 2021 tax return, complete this section.

##### Check the box that applies:

- ☐ Student has used the IRS Data Retrieval Tool to transfer 2021 IRS income tax return information to the FAFSA.
- ☐ Student will use the IRS Data Retrieval Tool to transfer 2021 IRS income tax return information into the FAFSA.
- ☐ Student is unable or chooses not to use the IRS Data Retrieval Tool and instead will provide a 2021 IRS Tax Return Transcript.\*
- ☐ 2021 Tax Return Transcript is attached
- ☐ 2021 Tax Return Transcript will be provided later (approx. date \_\_\_\_\_)

See IRS Tax Return Transcript information below.

#### If you did not file a 2021 tax return, complete this section.

##### Check the box that applies:

- ☐ Student was not employed and had no income earned from work in 2021.
- ☐ Student was employed in 2021 and has listed below the names of all employers, the amount earned from each employer, and whether an IRS W-2 form is provided.\* (List every employer even if the employer did not issue a W-2 form.)

Employer	Amount	W-2
_____	_____	Yes No
_____	_____	Yes No
_____	_____	Yes No

\*Note: You must submit a copy of all W-2 forms for 2021

You must provide documentation from the IRS dated on or after October 1, 2022, that indicates a 2021 IRS income tax return was not filed with the IRS. \*

- ☐ Verification of Non-filing Letter is attached
- ☐ Verification of Non-filing Letter will be provided later (approx. date \_\_\_\_\_)

\*See IRS Verification of Non-Filing information below.

## Spouse Financial Information

### Did you file a 2021 IRS Tax Return?

- ☐ **Yes** Complete tax return Information below.
- ☐ **No** Complete non-filing Information below.

#### If you filed a 2021 tax return, complete this section.

##### Check the box that applies:

- ☐ Spouse has used the IRS Data Retrieval Tool to transfer 2021 IRS income tax return information to the FAFSA.
- ☐ Spouse will use the IRS Data Retrieval Tool to transfer 2021 IRS income tax return information into the FAFSA.
- ☐ Spouse is unable or choose not to use the IRS Data Retrieval Tool and instead will provide a 2021 IRS Tax Return Transcript.\*
- ☐ 2021 Tax Return Transcript is attached
- ☐ 2021 Tax Return Transcript will be provided later (approx. date \_\_\_\_\_)

See IRS Tax Return Transcript information below.

#### If you did not file a 2021 tax return, complete this section.

##### Check the box that applies:

- ☐ Spouse was not employed and had no income earned from work in 2021.
- ☐ Spouse was employed in 2021 and has listed below the names of all employers, the amount earned from each employer, and whether an IRS W-2 form is provided.\* (List every employer even if the employer did not issue a W-2 form.)

Employer	Amount	W-2
_____	_____	Yes No
_____	_____	Yes No
_____	_____	Yes No

\*Note: You must submit a copy of all W-2 forms for 2021

You must provide documentation from the IRS dated on or after October 1, 2022, that indicates a 2021 IRS income tax return was not filed with the IRS. \*

- ☐ Verification of Non-filing Letter is attached
- ☐ Verification of Non-filing Letter will be provided later (approx. date \_\_\_\_\_)

\*See IRS Verification of Non-Filing information below.

### IRS Data Retrieval Tool and IRS Tax Return Transcripts

Note: A Tax Return Transcript is not a copy of your tax return.

The best way to verify income is by using the IRS Data Retrieval Tool that is part of the FAFSA on the Web at <https://studentaid.ed.gov/sa/afsa>. In most cases, no further documentation is needed to verify income and tax information that was transferred to the student's FAFSA using the IRS Data Retrieval Tool if that information was not changed.

### How to request your 2021 IRS Tax Return Transcript or Verification of Non-Filing Letter

Tax Return Transcript — [www.irs.gov](https://www.irs.gov). Under "Tools" click "Get a Tax Transcript". Request the "IRS Tax Return Transcript"

Telephone — 1-800-908-9946

Verification of Non-Filing Letter — Download IRS Form 4506-T, [www.irs.gov](https://www.irs.gov). Complete the form, select #7, Verification of non-filing, submit to IRS

## Certification and Signatures

The student must sign and date this form.

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

Print Student's Name \_\_\_\_\_

MBU ID # \_\_\_\_\_

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

Date \_\_\_\_\_

Must manually sign with ball point pen. Worksheet will be returned if not properly signed.

Spouse's Signature (optional) \_\_\_\_\_

Date \_\_\_\_\_

Must manually sign with ball point pen. Worksheet will be returned if not properly signed.

Warning: If you purposely give false or misleading information on this worksheet, you may be fined, sent to prison, or both.