



Office of Student Financial Services
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2021-2022 Independent Verification Worksheet (V1)

Your 2021-2022 Free Application for Federal Student Aid (FAFSA) was selected for verification, a process in which the Office of Student Financial Services at Cheyney University of Pennsylvania must obtain documentation to ensure the accuracy of the information submitted on your FAFSA. The information provided on your FAFSA will be compared with the information on the required documents you submit. If there are differences between the FAFSA and the documents, your FAFSA information may be updated. Please contact the Office of Student Financial Services as soon as possible if you have any questions regarding verification so your financial aid is not delayed.

Student Information – Section A

Student Last Name	First Name	MI	CU Student ID#
Street Address	City	State	Zip
			Home/Cell Phone Number

Number of Household Members and Number in College – Section B

Number of Household Members: List below the people in the household. 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, 2021, through June 30, 2022, 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, 2022.

Number in College: Include in the space below information about any household member who is, 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, 2021, and June 30, 2022, and include the name of the college.

Full Name	Age	Relationship to Student	College/University (if applicable)	Enrolled at least half-time? (Yes/No)
		Self	Cheyney University of PA	

Note: The Office of Student Financial Services may require additional documentation if there is reason to believe the information regarding the household members supported by the parents and/or household members enrolled at eligible postsecondary educational institutions is inaccurate.

Student Income Information – Section C

Read all options below and check the ONE box in this column that applies:

- ☐ The student **has used the IRS DRT in FAFSA** on the web to transfer 2019 IRS income tax return information into the FAFSA.
- ☐ The student **has not yet used the IRS DRT in FAFSA** on the web but will use the tool to transfer 2019 IRS income tax return information into the FAFSA.
- ☐ The student **is unable or choose not to use the IRS DRT in FAFSA** on the Web, and instead will provide the school with a 2019 IRS Tax Return Transcript.
- ☐ The student **has an unusual circumstance surrounding their tax filing**. Please see the section on page 5 for more information on what documents to submit.
- ☐ The student **was not employed** and had no income earned from work in 2019.
- ☐ The student and/or spouse **will not file and am not required to file a 2019 income tax return** with the IRS. I was employed in 2019 and have listed below the names of all employers, the amount earned from each employer in 2019, and whether an IRS W-2 form or an equivalent document is provided.

Employer's Name	2019 Amount Earned
Total Amount of Income	\$

IRS W-2 Provided?

- ☐ Yes ☐ No
- ☐ Yes ☐ No
- ☐ Yes ☐ No
- ☐ Yes ☐ No
- ☐ Yes ☐ No

*For Nontax Filers

Please provide a 2019 IRS Tax Return Transcripts/Tax Account Transcripts that indicates “no record of return filed” or “no transcript on file,” OR, any version of IRS Form 13873 that clearly states that the form is provided to the individual as verification of non-filing or states the IRS has no record of a tax return for 2019.

Certification and Signature – Section D

Each person signing below certifies that all of the information reported is complete and correct. Please sign and date.

Student's Signature (required)

Date

Spouse's Signature (if applicable)

Date

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Unusual Circumstances

If you indicated in Sections C and D of this worksheet that there is an *Unusual Circumstance* surrounding your tax filing, please use the information below to determine the documents you must submit to the Office of Student Financial Services, in addition to this worksheet, to complete the verification process.

Extension

- Individuals granted only the automatic six-month extension must use the IRS DRT (Data Retrieval Tool) in FAFSA on the web or submit an IRS Tax Return Transcript to the Office of Student Financial Services after the return has been filed.
- Individuals granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2019 may provide –
 - A copy of 2019 IRS Form 4868, “Application for Automatic Extension of Time to File U.S. Individual Income Tax Return,” that was filed with the IRS for tax year 2019;
 - A copy of the IRS’s approval of an extension beyond the automatic six-month extension for tax year 2019;
 - Verification of Non-filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2019;
 - A copy of IRS Form W-2 for each source of employment income received or an equivalent document for tax year 2019 and;
 - If self-employed, a signed statement certifying the amount of the individual’s Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2019.

Amended Return

An individual who amended an IRS Income Tax Return for tax year 2019 needs to provide the following documents:

- A signed copy of the 2019 IRS Form 1040X, in addition to one of the following:
 - IRS DRT information on FAFSA with all tax information from the original tax return;
- OR**
- A 2019 IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed), or any other 2019 IRS tax transcript(s) that include all of the income and tax information required to be verified.

Individuals Who Were Victims of IRS Tax-Related Identity Theft

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified;
- and**
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

Filed Non-IRS Income Tax Returns

An individual who has filed or will file a 2019 Income Tax Return with a U.S. territory, commonwealth, or a foreign nation needs to provide the following:

- A signed copy of the 2019 Income Tax Return;
- OR**
- A transcript obtained from a government of a U.S. territory, commonwealth, or foreign nation that includes all of the tax filer’s income and tax information required to be verified for the tax year 2019.