



**Office of Enrollment Services**  
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## 2023-2024 Aggregate Verification Worksheet - Dependent 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 may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information Trinity 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. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Office of Enrollment Services. Trinity may ask for additional information. If you have questions about verification, contact the Office of Enrollment Services as soon as possible so that your financial aid will not be delayed.*

### A. Dependent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's Social Security No.
Student's Street Address (include apt. no.)		Student's Date of Birth	
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)		Student's Alternate/Cell Phone	

### B. Dependent Student's Family Information

List below the people in your *parent(s)' household*. Please include:

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2023, through June 30, 2024, or if the other 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 your parent(s).
- Other people if they now live with your parent(s) and your parent(s) 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 postsecondary educational institution any time between July 1, 2023 and June 30, 2024.
- *If more space is needed, attach a separate page with your name and social security number at the top.*

Full Name	Age	Relationship	College	Will be enrolled at least half time?
		Self	Trinity Washington Univ.	

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.

**C. Dependent Student's Income Information to Be Verified** (Only complete Part 1 or Part 2 of Section C)**Part 1: For Tax Return Filers** – only to be completed if you filed or will file a 2021 income tax return with the IRS.

**Instructions:** Complete this section if you, the student, filed or will file a 2021 income tax return with the IRS. 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. 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 Data Retrieval Tool to retrieve and transfer 2021 IRS income information into the student's FAFSA. Trinity will use the IRS information that was transferred in the verification process.
- The student is unable or chooses not to use the IRS Data Retrieval Tool and will submit to the school a 2021 IRS Tax Return Transcript (not a photocopy of the income tax return).

A **2021 IRS Tax Return Transcript** (not account transcript) may be obtained through the following:

- (1) **Mail** by going to [www.irs.gov](http://www.irs.gov) and clicking on the "Get My Tax Record" link -select "Get Transcript by Mail"
- (2) **Online** by going to [www.irs.gov](http://www.irs.gov). Click "Get My Tax Record", "Get Transcript Online". The user must have a) access to an email address b) a text-enabled mobile phone in the user's name (no pay-as-you-go plans), and c) 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.
- (3) **Automated telephone Request** by calling (800) 908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request
- (4) **Paper request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. You will need the address on file with the IRS as shown on 2021 tax return filed. If choosing this option, the tax return transcript must be submitted with this form. Transcript is generally received within 10 business days from the IRS's receipt of the paper request form

**Part 2: For Nontax filers**

**Instructions:** Complete this section if you, the student, will not file and was not required to file a 2021 income tax return with the IRS.

**Check the box that applies:**

- The student was not employed and had no income earned from work in 2021
- The student was employed in 2021 (but was not required to file a 2021 income tax return with the IRS) and has listed below the names of all the student's employers and the amount earned from each employer in 2021. *Attach copies of all 2021 IRS W-2 or 1099 forms issued to the student by employers.*

Employer's Name	2021 Amount Earned
Example: Suzy's Auto Shop	Example: \$2,000

**D. Parent's Income Information to Be Verified** (Only complete Part 1 or Part 2 of Section D)**Part 1: Tax Return Filers**

**Instructions:** Part 1 applies to each parent included in the household. Complete this section if you, the parent(s), filed or will file a 2021 income tax return with the IRS. The best way to verify income is by using the IRS Data Retrieval Tool (**DRT**) that is part of FAFSA on the Web at FAFSA.gov. Notify the financial aid office if parents filed separate IRS income tax returns for 2021, have amended their 2021 income tax return(s) or had a change in marital status after 10/01/2022. Also notify if parent has earned income and filed a foreign income tax return.

**Check the box that applies:**

- The student's parent(s) has used the IRS DRT in FAFSA On the Web to retrieve and transfer 2021 IRS income tax return(s) information into the student's FAFSA. Trinity will use the IRS information that was transferred in the verification process.
- The student's parent is unable or chooses not to use the IRS Data Retrieval Tool and will submit to the school a 2021 IRS Tax Return Transcript (TRT) (not a photocopy of the income tax return).with this verification form.
- If the student's parent, if married, filed separate 2021 IRS income tax returns, the 2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules must be provided for each.

\_\_\_\_\_ Check here if a 2021 IRS TRT(s) or a signed copy of the 2021 income tax return and applicable schedules is provided.

**A 2021 IRS Tax Return Transcript** (not account transcript) may be obtained through the following:

- (1) **Mail** by going to [www.irs.gov](http://www.irs.gov) and clicking on the "Get My Tax Record" link -select "Get Transcript by Mail"
- (2) **Online** by going to [www.irs.gov](http://www.irs.gov). Click "Get My Tax Record", "Get Transcript Online". The user must have a) access to an email address b) a text-enabled mobile phone in the user's name (no pay-as-you-go plans), and c) 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.
- (3) **Automated telephone Request** by calling (800) 908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request
- (3) **Paper request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. You will need the address on file with the IRS as shown on 2021 tax return filed. If choosing this option, the tax return transcript must be submitted with this form. Transcript is generally received within 10 business days from the IRS's receipt of the paper request form

**Part 2: For Nontax filers**

**Instructions:** Part 2 applies to each parent included in the household. Complete this section if you, the parent(s), will not file, and were not required to file a 2021 income tax return with the IRS.

**Check the box that applies:**

- I certify that neither parent was employed and neither had income earned from work in 2021.
- I certify that one or both parents were employed in 2021 and have listed below the names of all employers and the amount earned from each employer in 2021. (Provide copies of **all** 2021 IRS W-2 or 1099 forms issued to the parent(s)). List every employer even if the employer did not issue an IRS W-2 or 1099 form.

Employer's Name	2021 Amount Earned
Example: Suzy's Auto Shop	Example: \$2,000

**IMPORTANT:** You must provide documentation from the IRS or other relevant tax authority (if foreign tax) dated on or after October 1, 2022 that indicates a 2021 Income tax return was not filed with the IRS or other relevant tax authority.

- Check here if confirmation of nonfiling for tax year 2021 is provided. (Needed to complete verification)

**Note:** You can request an IRS Verification of Nonfiling at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> by completing and mailing **IRS form 4506-T** to the IRS (fill out lines 1a, 1b, 3, check line 7, enter 12/31/2021 on line 9, and all required information under the "Signature of Taxpayer" section).

**E. Identity Verification**

(The student must appear in person at the Enrollment Services Office to complete this section)

The student, \_\_\_\_\_ (print name), has appeared in person at Trinity Washington University, Office of Enrollment Services to verify his or her identity. The student has presented a \_\_\_\_\_

(Type of unexpired government-issued photo ID provided)

which I have copied and proves to be satisfactory evidence of identification to be the above-named person who is signing this document.

Enrollment Services Staff Signature \_\_\_\_\_ Date: \_\_\_\_\_

**F. Statement of Educational Purpose**

(The student must appear in person at the Enrollment Services Office to complete this section)

I certify that I, \_\_\_\_\_ am the individual signing this

(Print Student Name)

Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Trinity Washington University for the 2023-2024 academic year.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

Student's ID Number: \_\_\_\_\_

**G. Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent must sign and date. **Warning: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date