

2023-24 Dependent Student Verification Form

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Verification requires the school to collect documentation to review the accuracy of FAFSA information. EFSC cannot award federal financial aid until this worksheet is processed.

Priority Deadlines*: Fall 2023 – 07/20/23 | Spring 2024 – 11/27/23 | Summer 2024 – 04/28/24

A. Student Information

			B# _____
Last Name	First Name	M.I.	Student ID

B. Household Information

List below the people in your parent's household. Include only the following:

- Yourself.
- Your parent(s) (including a stepparent) even if you do not live with your parent(s).
- Your parents' other children if your parent(s) will provide more than half of the children's 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 2023-24. Include children who meet either of these standards, even if the child does not live with your parents.
- Other people if they now live with your parent(s) and your parent(s) provide 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.

Full Name	Age	Relationship	College <i>(Enter only if household member will be attending at least ½ time; Do not include dual-enrolled high school students)</i>	Will be Enrolled at Least ½ Time? (Yes or No)
		Self	Eastern Florida State College	

If more space is needed, submit a separate page with your name and B number. EFSC may require additional documentation if we have reason to believe the information regarding the household members is incomplete or inaccurate.

* This form must be submitted by the priority deadline to ensure a determination of eligibility before the Fee Due Date. Students may still apply for aid after the priority deadlines, but EFSC cannot guarantee that late submissions will be notified of aid eligibility prior to the Fee Due Date.

C. Student Income Information – *You must check only 1 box below.*

- I filed a 2021 IRS tax return. – *Go to Section #1 below.*
- I did not file and am not required to file a 2021 income return with the IRS. – *Go to Section #2 on page 3.*
- I was granted a tax extension, filed an amended return, was a victim of IRS tax-related identify theft, or filed a non-IRS income tax return for 2021. – *Go to Section #3 on page 4.*

1. STUDENT TAX RETURN FILERS (IRS FORM 1040)

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 your FAFSA using the IRS DRT if that information is not changed by the FAFSA filer.

Check the box that applies:

- I **have used** the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2021 IRS income tax return information into my FAFSA.
- I **have not yet used** the IRS Data Retrieval Tool in the FAFSA, but **will use** the tool to transfer 2021 IRS income tax return information into my FAFSA. *Verification cannot be completed until the IRS information has been transferred into the FAFSA.*
- I am **unable or choose not to** use the IRS Data Retrieval Tool in the FAFSA. I will submit to EFSC a **2021 IRS Tax Return Transcript** or a **signed copy of the 2021 IRS income tax return and applicable schedules** I filed with the IRS.

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

- **Get Transcript by Mail** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and NOT the "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, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and NOT the "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.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** – [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 paper request form.

Go to Section D on page 5.

2. STUDENT TAX RETURN NONFILERS

Complete this section if you will not file and **are not required** to file a 2021 federal income tax return with the IRS.

Check the box that applies:

- I **was not employed** and had no income earned from work in 2021.
- I **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 or equivalent document was issued by the employer. You are required to submit a copy of each W-2 that was issued. *List every employer even if they did not issue an IRS W-2 form.*

Employer's Name	IRS W-2 or an Equivalent Document Issued by Employer?	2021 Amount Earned
<i>Suzy's Auto Body Shop (example)</i>	<i>Yes(example)</i>	<i>\$2,000.00(example)</i>
Total Amount of Income Earned From Work		\$

Go to Section D on page 5.

3. STUDENT TAX FILERS WITH UNUSUAL CIRCUMSTANCES

If you are a tax filer with unusual circumstances for 2021, indicate below and submit all required documents listed. *Verification cannot be completed until all documents are submitted.* **Check the box that applies:**

- I was granted a **filing extension** by the IRS. If you are required to file a 2021 IRS income tax return and have been granted a filing extension by the IRS you must provide:
 - A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2021;
 - Verification of Non-filing (VNF) Letter (confirmation that the tax return has not yet been filed) from the IRS dated on or after October 1, 2022 or a signed statement certifying that the individual attempted to obtain the VNF from the IRS and was unable to obtain the required documentation;
 - A copy of IRS Form W-2 for each source of employment income received or an equivalent document for tax year 2021 and, 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 2021.

- I filed an **amended IRS income tax return** (1040X). An individual who filed an amended IRS income tax return for tax year 2021 must provide a signed copy of the 2021 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS or documentation from the IRS that include the change(s) made by the IRS, in addition to one of the following:
 - IRS DRT information on an ISIR record with all tax information from the original tax return;
 - A **2021 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; or
 - A signed copy of the 2021 IRS Form 1040 and the applicable schedules that were filed with the IRS.

- I am a victim 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 if unable to obtain a TRDBV, an equivalent document provided by the IRS or a copy of the signed 2021 income tax return and applicable schedules the individual filed with the IRS; **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.

- I filed a **non-IRS income tax return**.
 - A tax filer who filed an income tax return with a tax authority other than the IRS may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.
 - A tax filer who filed an income tax return with the tax authority for American Samoa must provide a copy of his or her tax account information.
 - A tax filer who filed an income tax return with tax authorities not mentioned above, i.e. a foreign tax authority, and who indicates that he or she is unable to obtain the tax account information free of charge, must provide documentation that the tax authority charges a fee to obtain that information, along with a signed copy of his or her income tax return that was filed with the relevant tax authority.

Go to Section D on page 5.

D. Parent Income Information – *You must check only 1 box below.*

NOTE: The instructions below apply to **each parent** included in the household in **Section B** of this worksheet. Notify the Financial Aid Office if your parents had a change in marital status after December 31, 2021.

- My parent(s) filed a 2021 IRS tax return. – *Go to Section #1 below.*
- My parents(s) did not file, will not file, and is not required to file a 2021 IRS tax return. – *Go to Section #2 on page 6.*
- My parents(s) was/were granted a tax extension, filed an amended return, was a victim of IRS tax-related identify theft, or filed a non-IRS income tax return for 2021. – *Go to Section #3 on page 7.*

1. PARENT IRS TAX RETURN FILERS (IRS FORM 1040)

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 your FAFSA using the IRS DRT if that information is not changed by the FAFSA filer.*

Check the box that applies:

- My parent(s) **already used** the IRS Data Retrieval Tool (DRT) in *FAFSA on the Web* to transfer 2021 IRS income tax return information into my FAFSA
- My parent(s) **have not yet used** the IRS Data Retrieval Tool in the FAFSA, but **will use** the tool to transfer 2021 IRS income tax return information into my FAFSA. *Verification cannot be completed until the IRS information has been transferred into the FAFSA.*
- My parent(s) are **unable or choose not to** use the IRS Data Retrieval Tool in the FAFSA. I will submit to EFSC a **2021 IRS tax return transcript** or a **signed copy of the 2021 IRS Form 1040** my parent(s) filed with IRS.*

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

- **Get Transcript by Mail** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and NOT the "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, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and NOT the "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.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** – [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 paper request form.

*If your parents filed separate 2021 IRS income tax returns, the IRS DRT cannot be used and 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.

Go to Section E on page 8.

2. PARENT TAX RETURN NONFILERS

Complete this section if your parent will not file and **are not required** to file a 2021 income tax return with the IRS.

Check the box that applies:

- Neither parent was employed and **neither had income earned from work** in 2021.
- One or both** parents **were employed** in 2021 and have listed below the names of all their employers, the amount earned from each employer in 2021, and whether an IRS W-2 form or equivalent document was issued by the employer. You are required to submit a copy of each W-2 that was issued. List every employer even if they did not issue an IRS W-2 form.

Employer's Name	IRS W-2 or an Equivalent Document Issued by Employer?	2021 Amount Earned
<i>Suzy's Auto Body Shop (example)</i>	<i>Yes(example)</i>	<i>\$2,000.00(example)</i>
Total Amount of Income Earned From Work		\$

Your parents must submit an IRS Verification of Non-filing Letter. This applies even if your parents earned zero income in 2021.

A **2021 IRS Verification of Non-filing Letter** may be obtained through the following methods.

NOTE: if your parents have NEVER filed a tax return, they MUST use the Paper Request Form.

Get Transcript ONLINE

- Go to www.irs.gov, click under the Tools heading, click "Get Your Tax Record."
- Click "Get Transcript Online."
- Make sure to request the "Verification of Non-Filing Letter."

Get Transcript by MAIL

- Go to www.irs.gov, click under the Tools heading, click "Get Your Tax Record."
- Click "Get Transcript by Mail."
- Make sure to request the "Verification of Non-Filing Letter."

Get Transcript by PHONE

- Call the IRST at 1-800-908-9946.
- Make sure to request the "Verification of Non-Filing Letter."

Paper Request Form

- Complete **IRS Form 4506-T** and mail or fax to the IRS
- Do NOT request to have your Verification of Non-Filing mailed directly to EFSC.
- Please allow a minimum of 5-10 days to receive the Verification of Non-Filing.

Go to Section E on page 8.

3. PARENT TAX FILERS WITH UNUSUAL CIRCUMSTANCES

If you are a tax filer with unusual circumstances for 2021, indicate below and submit all required documents listed. *Verification cannot be completed until all documents are submitted.* **Check the box that applies:**

- I was granted a **filing extension** by the IRS. If you are required to file a 2021 IRS income tax return and have been granted a filing extension by the IRS you must provide:
 - A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2021;
 - Verification of Non-filing (VNF) Letter (confirmation that the tax return has not yet been filed) from the IRS dated on or after October 1, 2022 or a signed statement certifying that the individual attempted to obtain the VNF from the IRS and was unable to obtain the required documentation;
 - A copy of IRS Form W-2 for each source of employment income received or an equivalent document for tax year 2021 and, 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 2021.

- I filed an **amended IRS income tax return** (1040X). An individual who filed an amended IRS income tax return for tax year 2021 must provide a signed copy of the 2021 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS or documentation from the IRS that include the change(s) made by the IRS, in addition to one of the following:
 - IRS DRT information on an ISIR record with all tax information from the original tax return;
 - A **2021 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; or
 - A signed copy of the 2021 IRS Form 1040 and the applicable schedules that were filed with the IRS.

- I am a victim 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 if unable to obtain a TRDBV, an equivalent document provided by the IRS or a copy of the signed 2021 income tax return and applicable schedules the individual filed with the IRS; **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.

- I filed a **non-IRS income tax return**.
 - A tax filer who filed an income tax return with a tax authority other than the IRS may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.
 - A tax filer who filed an income tax return with the tax authority for American Samoa must provide a copy of his or her tax account information.
 - A tax filer who filed an income tax return with tax authorities not mentioned above, i.e. a foreign tax authority, and who indicates that he or she is unable to obtain the tax account information free of charge, must provide documentation that the tax authority charges a fee to obtain that information, along with a signed copy of his or her income tax return that was filed with the relevant tax authority.

Go to Section E on page 8.

E. Certification and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

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

Student's Original Signature (*cannot be signed electronically*)

Date

Parent's Original Signature (*cannot be signed electronically*)

Date

F. Document Submission

You may submit this document by the following methods:

1. FINANCIAL AID DOCUMENT UPLOAD TOOL (RECOMMENDED)

Complete and sign this document, scan, and upload using the **Financial Aid Upload Tool** in *myEFSC* under *Financial Aid Forms & Upload*.

2. BY MAIL

Mail your document to the Office of Financial Aid at:

Eastern Florida State College
Office of Financial Aid
Building 2, Room 209
1519 Clearlake Road
Cocoa, FL 32922

3. IN-PERSON

Please visit easternflorida.edu/go/aidcontacts for current hours and availability.

QUESTIONS?

Financial Aid Specialists are available by phone at 321-433-7339 and via e-mail at finaid@easternflorida.edu.

Eastern Florida State College is committed to equal access/equal opportunity in its programs, activities, and employment. For additional information, visit Eastern Florida State College: easternflorida.edu/go/equity.