

Your 2022–2023 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 reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this institutional verification worksheet and submit with other required documents to the Office of Financial Aid. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

**A. Independent Student’s Information**

Student’s Last Name	First Name	M.I.	Athens State Student ID Number
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 or Cell Phone Number

**B. Independent Student’s Family Information**

**Number of Household Members:** List below the people in your household. Include:

- Yourself and your spouse, if married.
- Your children or spouse’s children if you or your spouse will provide **more than half of their support** from July 1, 2022, through June 30, 2023, even if the children do not live with you.
- Other people if they now live with you and you/spouse provide **more than half of their support** and will continue to provide **more than half** of their support through June 30, 2023.

**Number in College:** Write your name on the first line and then names of all household members in the spaces below. Then, write the name of the college for 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, 2022, and June 30, 2023. If you need more space, attach a separate page with your name and student identification at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		Self	<i>Athens State University</i>	

**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. Independent Student's Income Information (Please read the instructions carefully)**

Student Check one	<b>1. TAX RETURN FILERS (IF YOU FILED TAXES)</b> – If you complete this section do not complete Section 2 –	Spouse Check one
<input type="checkbox"/>	I <b>have used</b> the IRS Data Retrieval Tool to retrieve and transfer my 2020 IRS income information into the student's FAFSA.	<input type="checkbox"/>
<input type="checkbox"/>	I <b>have not used</b> the IRS Data Retrieval Tool when filing the FAFSA on the web. I have attached the 2020 IRS Federal Tax Return Transcripts to this worksheet. To request a Tax Return Transcript online or by mail from the Internal Revenue Service go online to <a href="http://www.irs.gov">www.irs.gov</a> . Make sure to request the "IRS Tax Return Transcript", not the "Tax Account Transcript". There is also an Automated Telephone request that is also available to request a Tax Return Transcript at 1-800-908-9946. A Paper Request Form 4506-T is available on the IRS website to request an "IRS Tax Return Transcript". Verification cannot be completed until all tax return transcripts have been received.	<input type="checkbox"/>
<input type="checkbox"/>	I am <b>unable or choose not to use</b> the IRS Data Retrieval Tool when filing the FAFSA on the web. I have attached or will provide a <b>signed copy of the 2020 Federal Income Tax Return and applicable schedules</b> . Verification cannot be completed until all signed tax returns and applicable schedules have been received.	<input type="checkbox"/>

Student Check one	<b>2. TAX RETURN NONFILERS (IF YOU DID NOT and WILL NOT FILE TAXES)</b> – Only complete this section if you did not complete Section 1 –	Spouse Check one
<input type="checkbox"/>	Check here if you or both you and your spouse were not employed and had no income earned from work in 2020. <b>A non-filer statement from the IRS is required. Please submit with this worksheet.</b>	<input type="checkbox"/>
<input type="checkbox"/>	Check here if you and/or your spouse worked, but did not file, and were not required to file a 2020 Federal Income Tax Return. List the name of all employers and wages received in 2020 below. Attach a separate page if needed. <b>Copies of W2(s) or an equivalent are REQUIRED. A non-filer statement from the IRS is required.</b>	<input type="checkbox"/>

Student's Employer (s)	2020 Wages	W2 or an equivalent Required	Spouse's Employer (s)	2020 Wages	W2 or an equivalent Required
		Yes			Yes
		Yes			Yes
		Yes			Yes
		Yes			Yes

**D. General, Household and Tax Information Certification and Signature**

Each person signing below certifies that all of the information reported is complete and correct. **Note: Typed signatures are not accepted.**

**Warning: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.**

\_\_\_\_\_  
Student Signature

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

\_\_\_\_\_  
Spouse Signature (optional)

\_\_\_\_\_  
Date

**E. Identity and Statement of Educational Purpose** *(To Be Signed at the Institution OR in the presence of a Notary)*

**The student must appear in person at Athens State University** to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID. In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

**OR**

**If the student is unable to appear in person at Athens State University to verify his or her identity, the student must provide to the institution:**

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport **must also be mailed** to the institution with this form; and
- (b) The original Statement of Educational Purpose, which is provided below, must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

**Statement of Educational Purpose**

I certify that I, \_\_\_\_\_, am the individual signing this 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 Athens State University for 2022–2023.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Social Security Number

**Notary's Certificate of Acknowledgement**

*To be used ONLY if student is not able to appear on campus*

State of \_\_\_\_\_ City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_  
Date Notary's name

Personally appeared, \_\_\_\_\_, and proved to me on basis of satisfactory evidence of  
Printed name of signer

identification, \_\_\_\_\_ to be the above-named person who signed the foregoing instrument.  
Type of unexpired government-issued photo ID provided

WITNESS my hand and official seal:

SEAL

\_\_\_\_\_  
Notary Signature

My commission expires on \_\_\_\_\_  
Date

**Mail this worksheet to Athens State University, Financial Aid Office, 300 N. Beaty Street, Athens, AL 35611 or return this worksheet in person to the Financial Aid Office. We cannot accept over fax or email.**