

Your application was selected, by the Federal Government, for review in a process called "Verification." In this process, Southern will be comparing information from your application with copies of your 2022 Federal tax return transcripts, or with W-2 forms or other financial documents. If you are a dependent student we will also ask for your parents 2022 Federal Tax information.

The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of the FAFSA on the Web at FAFSA.gov. If there are differences between your application information and your financial documents, Southern may need to make electronic corrections.

**What you should do**

1. If you did not use the IRS Data Retrieval Tool on your FAFSA, you must submit a 2022 tax return transcript from the IRS, or a signed copy of your 1040.
2. Complete and sign the worksheet. A parent signature is needed for dependent students.
3. Submit the completed worksheet, tax forms, and any other documents your school requests to your financial aid administrator.
4. Talk to your financial aid administrator if you have any questions about completing this worksheet.

**1. STUDENT'S INFORMATION**

Full Name	Last 4 of SSN	Date of Birth
Address	City	State
		Zip Code
Email Address	Cell Phone Number	

**2. STUDENT'S FAMILY INFORMATION**

**Dependent Student**

List the people in your parent(s) household, including:

Yourself and your parent(s) (including step-parent), even if you don't live with your parents.

The parents' other children if the parents will provide more than half of the children's support from July 1, 2024, through June 30, 2025, or if the other children would be required to provide parental information if they were completing a FAFSA for 2024-2025. Include children who meet either of these standards, even if a child does not live with the parents.

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, 2025.

**Independent Student**

List the people in your household; including yourself, and your spouse, if married

Your children, if any, if you will provide more than half of their support from July 1, 2024 through June 30, 2025.

Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2024 through June 30, 2025.

**PLEASE NOTE:** Do not list children for whom your parents or your step-parent pays child support if that child support was reported on the application. If you need more space please attach a separate page.

Full Name	Age	Relationship to Student	Marital Status	Name of College <i>(if not applicable, leave blank)</i>	Enrolled at least half-time? <i>(Yes or No)</i>
		Self		Southern Adventist University	

Student's Name: \_\_\_\_\_

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

**3. Student's Tax Forms and Income Information (all applicants):**

**A. Check only one box below.**

- Check here if student was not employed and had no income earned from work in 2022.
- Check here if you used the IRS data retrieval tool through FAFSA.
- Check here if you are attaching a **signed** copy of your 2022 IRS Federal tax return. **(Signed 1040 Tax Return Transcripts)**
- Check here if you did not file or were not required to file a 2022 IRS Federal tax return: **(Complete letter B)**

**B. IF YOU DID NOT FILE** and were not required to file a 2022 IRS Federal Tax Return, list below your employer(s) and any income received in 2022 and attach copies of your 2022 W2'(s) or a signed statement.

Sources of Income	<u>2022</u> Income
	\$
	\$

**4. Parent's Tax Forms and Income Information or Student's Spouse's information if Student is Married:**

**A. Check only one box below.**

- Check here if they used the IRS data retrieval tool through FAFSA.
- Check here if they are attaching a signed copy of your 2022 IRS Federal tax return. **(Signed 1040 or Tax Return Transcripts)**
- Check here if they did not file or were not required to file a 2022 IRS Federal tax return. **(Complete letter B)**

**B. IF YOU DID NOT FILE** and were not required to file a 2022 IRS Federal Tax Return, list below your employer(s) and any income received in 2022 and attach copies of your 2022 W2'(s) or a signed statement.

Sources of Income	<u>2022</u> Income
	\$
	\$

**5. Child Support Paid / Child Support Received**

- YES, child support was **paid and/or received** by the student's parent(s) listed on the FAFSA for **children living outside the household** in 2022. *If asked by the school, I will provide documentation of the child support paid during 2021.*

**COMPLETE THE TABLE BELOW:**

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Age of Child	Total Amount of Child Support Paid in <u>2022</u>
				\$
				\$

**CERTIFICATION & SIGNATURES:** Each person signing the worksheet certifies that all of the information reported is complete and correct.

**WARNING:** If you purposely give false or misleading information on this worksheet you may be fined, be sentenced to jail, or both.

The student and one parent must sign and date. We are unable to accept e-signed documents.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT SIGNATURE (dependent students only)

\_\_\_\_\_  
DATE

*Student's Name:* \_\_\_\_\_

*Student's ID:* \_\_\_\_\_