

**2023-2024 Dependent Student Verification Worksheet**

Your application was selected for a process called “verification”. Before we can determine your aid package, we are required to collect the following information to verify the accuracy of the information that you reported on your FAFSA.

1. If you and/or your parent filed a 2021 Federal Tax Return, you must either use the IRS Data Retrieval process within the FAFSA to transfer your income tax information, provide a signed copy of your 2021 1040 Form and Schedules, or provide a copy of your IRS Tax Return Transcript. You may request a Tax Return Transcript or IRS Non-filing Letter by calling the IRS at 1-800-908-9946 or by ordering online at [irs.gov](http://irs.gov).
2. You and your parents must complete, sign and return this worksheet along with the required supporting documentation listed below.

**Section A: Student Information**

Last Name	First Name	MI	Christopher Newport Student ID#
Address			Social Security Number
City	State	Zip Code	Area Code and Phone Number

**Section B: Family Information**

Number of Household Members: List below the people in your parents’ household. Include the following:

- The student.
- The parent(s), including a stepparent (if applicable), even if the student doesn’t live with the parents.
- The parents’ other children if the 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 2023-2024. 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 the parents and the parents 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.

Write the names of all household members in the spaces below. Also include the name of the college or university for any household member, **excluding the parents**, who are, 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, 2023, and June 30, 2024.

Full Name	Age	Relationship	College or University
		<i>Self</i>	<i>Christopher Newport University</i>

**Note: We may require additional documentation if we have reason to believe that the information regarding the household members is inaccurate.**

**Section C: Verification of 2021 Income Information for Student NON-TAX FILERS**

Complete **ONLY** if you (the student) **did not file** and **were 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 and has listed below the names of all employers and the amount earned from each employer in 2021. **Provide copies of all 2021 W-2 forms issued to the student by their employers.** List every employer even if the employer did not issue a W-2 form.

Employer's Name	W-2 Attached?	Annual Amount Earned in 2021
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

**Section D: Verification of 2021 Income Information for Parent NON-TAX FILERS**

Complete **ONLY** if your parents **did not file** and **were not required** to file a 2021 income tax return with the IRS.

If parents did not file and were not required to file taxes with the IRS in 2021, they will also need to provide a copy of an IRS Verification of Non-filing Letter. The letter can be requested at [irs.gov](https://www.irs.gov).

Check the box that applies:

- Neither parent was employed nor had income earned from work in 2021.
- 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 W-2 forms issued to the parents by their employers and an IRS Non-filing Letter.** List every employer even if the employer did not issue a W-2 form.

Employer's Name	W-2 Attached?	Annual Amount Earned in 2021
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

**Section E: Signatures (must be written signatures, not electronic)**

By signing this worksheet, we certify that all the information reported is complete and correct. We understand that purposely giving false or misleading information may result in fines and/or jail terms.

Signature: \_\_\_\_\_  
(Student)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Parent)

Date: \_\_\_\_\_

Parents cannot sign on behalf of students without attaching a current Power of Attorney.

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