

### 2023-2024 Independent 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 spouse 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 spouse (if married) 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 household. Include the following:

- The student (yourself).
- The student’s spouse, if the student is married.
- The student’s or spouse’s children if the student or spouse will provide more than half of the children’s support from July 1, 2023, through June 30, 2024.
- Other people if they now live with the student and the student or spouse provides 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. Include the name of the College or University 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, 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) and/or your spouse **did not file** and **were not required** to file a 2021 income tax return with the IRS.

The instructions and certifications below apply to the student and spouse, if the student is married. If you did not file and were not required to file taxes with the IRS in 2021, you will also need to provide a copy of an IRS Verification of Non-filing Letter for you and/or your spouse, if married. You can request the letter at [irs.gov](https://www.irs.gov).

**Check the box that applies:**

- The student and/or spouse were not employed and had no income earned from work in 2021.
- The student and/or spouse were employed in 2021 and list 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 and/or spouse 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 D: 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.

\*\*Please note: The Christopher Newport University Office of Financial Aid may, at their discretion, request additional documentation.

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

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

**Signature:** \_\_\_\_\_  
(Spouse—if applicable)

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