



**2023-2024 Verification Worksheet for Independent Student – Form 5**

Student ID Number: S \_\_\_\_\_

Student Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

***Form must be completed in blue or black ink. Failure to accurately complete this form may result in a delay of processing or change of financial aid eligibility. Additional documentation may be requested. Read instructions carefully before completing.***

**Section 1: Identity**

**MUST BE COMPLETED & SIGNED AT THE FINANCIAL AID OFFICE**

**If unable to appear in person at the Financial Aid Office, you must complete this section with a notary**

You must appear in person at \_\_\_\_\_ Financial Aid Office to verify your  
 (Name of institution)

identity by presenting a valid unexpired 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 your photo ID.

Type of documentation submitted: \_\_\_\_\_

Designated institutional official: \_\_\_\_\_  
 (School official’s printed name)

Student ID Number: S \_\_\_\_\_

**Section 2: Statement of Educational Purpose**

**MUST BE COMPLETED & SIGNED AT THE FINANCIAL AID OFFICE**

**If unable to appear in person at the Financial Aid Office, you must complete this section with a notary**

In addition, you must sign, in the presence of the institutional official, the following:

I certify that I \_\_\_\_\_ am the individual signing this  
(Student's printed name)  
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  
\_\_\_\_\_ for 2023-2024.  
(Name of institution)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Notary Section Instructions: Please Read**

This section should only be completed if you are unable to appear in person at the institution with a designated official. This form (the original on which the seal is visible) should be mailed to the Financial Aid Office at your institution along with the copy of the government-issued identification.

**Notary's Certificate of Acknowledgement**

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

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

Personally appeared \_\_\_\_\_ and proved to me on the basis of  
(Printed name of signer)

Satisfactory evidence of Identification \_\_\_\_\_ to be the above-named  
(Type of unexpired government-issued ID provided)

Person who signed the foregoing instrument.

My commission expires on \_\_\_\_\_, 20 \_\_\_\_\_

Notary (Print): \_\_\_\_\_

Notary (Signature): \_\_\_\_\_

(Seal)



Student ID Number: S \_\_\_\_\_

**Section 4: Income Information**

• **TAX FILERS:**

- **If you and your spouse filed a 2021 Federal Income Tax Return**, you either must give the Internal Revenue Service (IRS) permission to transfer all 2021 tax information directly to the FAFSA through the IRS Data Retrieval Tool, or submit a 2021 Federal Tax Return Transcript, or signed 2021 Federal Tax Return with all applicable schedules.
- **To obtain an IRS Federal Tax Return Transcript**, you may go to <https://www.irs.gov/individuals/get-transcript> and click on “Get a Transcript Online” or “Get a Transcript by Mail” or call 1-800-908-9946. Be sure to order the IRS Tax “Return” Transcript. If you and your spouse did not file 2021 taxes jointly, both you and your spouse should submit a Tax Return Transcript.

• **NON-TAX FILERS:**

- **If you and/or your spouse did not file a 2021 Federal Income Tax Return**, you are required to submit a Statement of Non-Filing and all 2021 W2s. To receive a 2021 Statement of Non-Filing, go to <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> complete Form 4506-T with **Box 7** checked. If you are unable to obtain a Statement of Non-Filing, please contact the Financial Aid Office.
- If you (the student) or your spouse are not able to locate your 2021 W2s, you can request to receive your Wage and Income Statement by checking **Box 8** on the 4506-T.

<b>2021 Tax Filing Status: Only select one option for each individual</b>	Student	Spouse
1. Has used or plans to use the IRS Data Retrieval Tool to transfer tax information electronically on FAFSA, or has plans to submit a copy of their <b>2021 IRS Federal Tax Return Transcripts or signed 2021 IRS Federal Return with all applicable schedules.</b>	<input type="checkbox"/>	<input type="checkbox"/>
2. Had income earned from work in 2021 as listed below, but has not filed and was not required to file a tax return and already has or plans to submit all 2021 W2's & 1099's. <b>If this box is selected; 2021 wage information must be completed below.</b>	<input type="checkbox"/>	<input type="checkbox"/>
3. Had no income, will not file, and was not required to file, a 2021 IRS Income Tax Return.	<input type="checkbox"/>	<input type="checkbox"/>

**2021 Wage Information (Only Non-Filers)**

*Only complete wage information for each person who selected **Option 2** in the previous chart.*

Non-Tax Filer	Name of Employer	2021 Income Earned
<b>Student</b>		\$
		\$
<b>Spouse</b>		\$
		\$

*If more space is needed, attach a separate page with student's name and student ID number.*

**By signing this document, I certify that the information is complete, true and accurate. I understand that purposely providing false or misleading information could result in criminal prosecution, a prison sentence, and/or a fine pursuant to U.S. Criminal Code and Colorado Criminal Code.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_