



2022-2023 V1 VERIFICATION WORKSHEET

Your Free Application for Federal Student Aid (FAFSA) was selected for a review called verification. The CAU Office of Financial Aid will confirm information from your FAFSA and your (spouse's/parent's) 2020 Federal Tax Transcripts/Return, W-2 forms and other financial documentation. According to Federal law, we have the right to ask you for this information before awarding Federal aid. If there are differences between your application information and your financial documents, CAU will update/adjust your FAFSA accordingly. If you have questions about verification, contact our office as soon as possible so your financial aid will not be delayed.

STEP 1: STUDENT INFORMATION

Last Name		First Name		Social Security Number		Clark Atlanta University ID Number	
Permanent Address Street			APT #	City	State	Zip	Date of Birth
Cell Number (Include Area Code)				Permanent Phone Number (Include Area Code)			CAU email address

STEP 2: FAMILY INFORMATION: (SEE ATTACHMENT FOR INSTRUCTIONS)

If you are a Dependent student include:

- Yourself
- Your parent(s) (including step-parent(s) even if the student doesn't live with the parents.
- Your parent(s) other dependent children if: (a) your parent(s) will provide more than half of their support from July 1, 2022 through June 30, 2023, or (b) the children will be required to provide parental information when applying for Federal Student Aid.
- Other people only if they now live in your parent(s) household and your parent(s) will provide more than half of their support from July 1, 2022 through June 30, 2023.

If you are an Independent student include:

(You are independent if you are married, have children that you support, 24 years of age or older, active military duty, or documented orphan/ward of the court.)

- Yourself
- Your spouse (if you are married)
- Your children if you will provide more than half of their support from July 1, 2022 through June 30, 2023.
- Other people only if they live in your household and you provide more than half of their support and will continue to do so from July 1, 2022 through June 30, 2023.

FULL NAME	AGE	RELATIONSHIP ex: parent/sister/brother	NAME OF COLLEGE	Will be enrolled at least half time 2022-2023 (YES/NO)
		Self	Clark Atlanta University	
		Parent		
		Parent		

STEP 3: STUDENT’S 2020 INCOME INFORMATION (MAKE ONLY 1 SELECTION Items 1-4)

- ____ 1. The student was not employed and had no income earned from work in 2020. Complete Student Non-Filing Statement below.
- ____ 2. The student was employed but did not file taxes for 2020. Submit student’s W-2(s) and complete Student Non-Filing Statement below.

To obtain your W-2:

- a. Contact your employer or former employer.
- b. IRS Form 4506-T <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>. Check the box for Form W-2, specify which tax year(s) you need, and mail or fax the completed form. Allow 10 business days from the IRS received date to receive the transcript.

- ____ 3. The student filed taxes for 2020 and used the IRS DRT to transfer income tax information into the FAFSA. The CAU Office of Financial Aid will notify you if additional tax information is needed.
- ____ 4. The student filed taxes for 2020 but unable to or choose not to use the IRS DRT and instead will provide the 2020 IRS Tax Return Transcript (see page 3) or submit **signed** 1040 U.S. Individual Income Tax Return (pages 1 & 2 and Schedules 1, 2, and 3) and all W-2s associated with your taxes.

STUDENT NON-FILING STATEMENT:

The statement below must be completed **if the student did not and was not required to file a tax return for 2020.**

I, _____, certify that Federal law does not require me to file a 2020 Federal tax return.

STUDENT’S Signature: _____

STEP 4: PARENT/SPOUSE’S 2020 INCOME INFORMATION (MAKE ONLY 1 SELECTION Items 1-4)

- ____ 1. The parent/spouse was not employed and had no income earned from work in 2020. Attach parent’s 2020 Verification of Non-Filing Letter from the IRS, see page 3 for instructions.
- ____ 2. The parent/spouse was employed and did not file taxes for 2020. Submit parent’s W-2(s) and 2020 Verification of Non-Filing Letter (see page 3) from the IRS.

To obtain your W-2:

- a. Contact your employer or former employer.
- b. IRS Form 4506-T <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>. Check the box for Form W-2, specify which tax year(s) you need, and mail or fax the completed form. Allow 10 business days from the IRS received date to receive the transcript.

- ____ 3. The parent/spouse filed taxes for 2020 and used the IRS DRT to transfer income tax information into the FAFSA. The CAU Office of Financial Aid will notify you if additional tax information is needed.
- ____ 4. The parent/spouse filed taxes for 2020 but unable to or choose not to use the IRS DRT and instead provide the 2020 IRS Tax Return Transcript (see page 3) or submit **signed** 1040 U.S. Individual Income Tax Return (pages 1 & 2 and Schedules 1, 2, and 3) and all W-2s associated with your taxes.

STEP 5: CERTIFICATION and SIGNATURE: Each person signing below certifies that all of the information reported is complete and correct. Warning: If you purposely give false or misleading information you may be fined, sent to prison or both.

Student Signature (DO NOT TYPE)

Date

Parent Signature (DO NOT TYPE) (If student is dependent) / Spouse Signature (optional)

Date

Instructions for obtaining additional required information:

*If you are unsure if your **required** to file taxes for 2020, refer to the IRS tax filing threshold provided:*

2020 IRS TAX FILING THRESHOLD

Filing Status	Age	Gross Income
Single	Under 65	\$12,400
Single – claimed as dependent	Under 65	\$14,050 Earned Income \$2,750 Unearned Income
Single	65 or Older	\$14,050
Head of Household	Under 65	\$18,650
	65 or Older	\$20,300
Married Filing Jointly	65 or Older (one spouse)	\$26,100
	Under 65 (both spouses)	\$24,800
	65 or Older (both spouses)	\$27,400
Married Filing Separately	Any Age	\$5.00
Qualifying Widow(er)	Under 65	\$24,800
	65 or Older	\$26,100
Self Employed	Any Age	\$400

PARENTS (NOT REQUIRED TO FILE): HOW TO OBTAIN THE IRS NON-FILING LETTER

- a. Go to www.irs.gov, click “Get Your Tax Record.”
- b. Click “Get Transcript ONLINE” (If at any point, you cannot validate your identity – for example you cannot provide financial verification information or you lack access to a mobile phone – you will need to use the Get Transcript by MAIL option, see below for instructions).
- c. Enter the non-filer’s Social Security Number (you can use your ITIN or EIN), e-mail address, filing status, account numbers for loan or credit card associated with your name, and mobile phone associate with your name. This information will be used to verify your identity with the IRS.
- d. Click “Continue”.
- e. Select “Verification of Non-filing Letter” for TAX YEAR 2020
- f. If successfully validated, you will be able to view your IRS Verification of Non-filing letter that you can print for submission.

IRS DRT INSTRUCTIONS

If you have questions or need assistance, you may contact the FAFSA Helpline at 1-800-433-3243. Live agents are available to walk you through this process.

- a. Log in to your current **FAFSA form** or start a new application at studentaid.gov
- b. In the finances section of the online form, you will see a “Link to IRS” button if you are eligible to use the IRS DRT.
- c. Click the “Link to IRS” button and log in with your **FSA ID** to be transferred to the IRS to retrieve your information.
- d. Once at the IRS site, enter your information exactly as it appears on your federal income tax return and click the “Submit” button.
- e. Check the “Transfer My Tax Information into the FAFSA form” box, and click the “Transfer Now” button.
- f. You will know that your federal tax return information has been successfully transferred because the words “Transferred from the IRS” will display in place of the IRS information in your FAFSA form.

REQUEST TRANSCRIPT ONLINE

- a. Go to www.irs.gov, click “Get Your Tax Record.”
- b. Click “Get Transcript Online.” Make sure to request “Tax Return Transcript and *NOT* the “Account Transcript.”
- c. To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay as you go plans cannot be used) in the user’s name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan.)
- d. The transcript displays online upon successful completion of the IRS’s two-step authentication.