



## 2023-2024 VERIFICATION WORKSHEET – DEPENDENT

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we must confirm the information you reported on your FAFSA. To verify that you provided correct information, the financial aid office will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents. We may ask you for additional information. If you have questions about verification, contact the financial aid office as soon as possible so that your financial aid will not be delayed.

**A. – STUDENT INFORMATION**

\_\_\_\_\_

Last Name First Name Student ID Number or Last Four of SSN

**B. – FAMILY INFORMATION**

List the name and age of all household members. Also include the name of the college for household members, excluding your parent(s), who will be enrolled, at least half time, in a degree, diploma, or certificate program at an eligible post-secondary educational institution any time July 1, 2023, through June 30, 2024. List below the people in your parent’s household and include:

- Yourself, the student.
- Your parent(s), including stepparent (if applicable). Do not include your non-custodial parent.
- Your parent(s)’ other dependent children if your parent(s) will provide more than half of their 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 they do not live with your parents.
- Other people if they now live in your parent(s)’ household and your parent(s) will provide more than half of their support and will continue to provide more than half of their support from July 1, 2023, through June 30, 2024.

Full Name	Age	Relationship to Student	Attending College	Name of College
		Self	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hanover College
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

**C. – VERIFICATION OF 2021 INCOME INFORMATION**

Student	Parent	Choose one for student and one for parent:
		I/We have used the IRS DRT in FAFSA on the Web to transfer 2021 IRS income tax return information into the FAFSA.
		I/We will provide a 2021 IRS Tax Return Transcript (see instructions) or will provide a signed copy of my/our 2021 IRS Income Tax Return and applicable schedules.
		I/We certify I/We did not file, will not file, and am/are not required to file a 2021 IRS Income Tax Return. Attach copies of all 2021 IRS W-2 forms issued to the student and/or parent by employers. Parent(s) must provide an IRS Verification of Non-Filing Letter (see instructions).

**IMPORTANT: Only complete the following if you did not file a 2021 IRS Income Tax Return:**

If more space is needed, attach a separate page with the student's name and student ID number or last four of SSN at the top.

Student	Parent	Employer's Name	2021 Amount Earned	IRS W-2 Attached?

**D. - CERTIFICATION**

Each person signing this worksheet certifies that the information reported is complete and correct.

Warning: If you purposely give false or misleading information on this worksheet, you may be fined, sent to prison, or both.

**\*Note\*** Typed or electronic signatures cannot be accepted.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**E. - INSTRUCTIONS**

**IRS Tax Return Transcript**

Request Transcript ONLINE

- Go to <https://irs.gov>.
- Select "Get Your Tax Record."
- Select "Get Transcript Online" or "Get Transcript by Mail" and follow the instructions.
- Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript" and be sure to select "2021" for the tax year.

Telephone Request – 1-800-908-9946

Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

**IRS Verification of Non-Filing Letter**

Request Letter ONLINE

- Go to <https://irs.gov>.
- Select "Get Your Tax Record."
- Select "Get Transcript Online" or "Get Transcript by Mail" and follow the instructions.
- Make sure to request the "IRS Verification of Non-Filing Letter" and be sure to select "2021" for the tax year.

Telephone Request – 1-800-908-9946

Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

**\*\*If unable to obtain an IRS Verification of Non-Filing Letter, provide a signed statement certifying that you have 1) attempted to obtain the IRS non-filing letter and were unable to obtain it and 2) have not filed and are not required to file a 2021 Federal Income Tax Return.\*\***

**Special Circumstances**

Individuals granted a filing extension and have not yet filed a 2021 income tax return, individuals who filed an amended 2021 IRS income tax return, individuals who were victims of tax administration identity theft, or individuals who filed non-US income tax returns please contact the Office of Financial Aid.

**Submit Forms**

Electronically:

<https://my.hanover.edu> Administration – Financial Aid – Upload Documents (link on left of screen) or

Postal Mail:

Hanover College

Office of Student Financial Services

517 Ball Drive

Hanover, IN 47243

**Contact Information**

Email: [financialservices@hanover.edu](mailto:financialservices@hanover.edu)

Fax: 1-812-766-7284

Phone: 1-800-213-2178