



2023-2024 VERIFICATION WORKSHEET – DEPENDENT SC

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. – STUDENT and PARENT OTHER UNTAXED INCOME INFORMATION TO BE VERIFIED – CALENDAR YEAR 2021

Provide the following information regarding additional resources. Carefully review the possible income sources listed below and provide information wherever it applies to you. Answer each question below as it applies to the student **AND** the student’s parents whose information is on the FAFSA.

If any item does not apply, enter “N/A” for Not Applicable where a response is requested, or enter “0” in an area where the amount is requested.

1. Payments to tax-deferred pension and retirement savings

For all household members, list any payments to tax-deferred pension and retirement savings plan (paid directly or withheld from earnings), including, but not limited to, amounts reported on W-2 forms in boxes 12a through 12d with codes D, E, F, G, H, or S.

Name of Person Who Made the Payment	Total Amount Paid in 2021

2. Housing, food, and other living allowances paid to members of the military, clergy, and others

Include cash payments and/or the cash value of benefits received by all members of the household. **Do not include** the value of on-base military housing or the value of a basic military allowance for housing.

Name of Recipient	Type of Benefit Received	Amount of Benefit Received in 2021

3. Veterans’ non-education benefits

List the total amount of veteran’s non-education benefits received for all members of the household. Include Disability, Death Pension, Dependency and Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances. **Do not include** federal veterans’ educational benefits such as Montgomery GI Bill, Dependents Education Assistance Program, VEAP Benefits or Post 9/11 GI Bill.

Name of Recipient	Type of Veterans Non-education Benefit	Amount of Benefit Received in 2021

4. Child support received

List the actual amount of child support received for all children in your household. Do not include foster care payments, adoption payments or any amount that was court-ordered but not actually received.

Name of Adult Who Received the Support	Name of Child For Whom Support Was Received	Amount Received in 2021

5. Other untaxed income

List the amount of other untaxed income not reported elsewhere on this form for all members of the household. Include untaxed income such as worker’s compensation, disability benefits, untaxed foreign income, untaxed portions of health savings accounts from IRS Form 1040 Schedule 1 line 12.

Do not include extended foster care benefits, student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplement Security Income (SSI), Workforce Innovation and Opportunity Act educational benefits, on-base military housing or a military housing allowance, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion, or credit for federal tax on special fuels.

Name of Recipient	Type of Other Untaxed Income	Amount Received in 2021

6. Money received or paid on the student’s and/or parent’s behalf

List any money received or paid on the student’s behalf and on behalf of any members of the student’s household and not reported elsewhere on this form (e.g., payment of student’s/parent’s housing, food, bills). Do not include support from a parent whose information was reported on the student’s 2023-24 FAFSA. For example, if an individual, including a parent, whose information was not reported on the FAFSA, is paying rent, utility bills, etc., for the student or provides other monetary support, include the annual amount of that individual’s contribution. Amounts paid on the student’s behalf also include any distributions to the student from a 529 plan owned by someone other than the student or the student’s parents, such as grandparents, aunts, and uncles of the student.

Individual Providing Support	Relationship to You	Purpose (Tuition, Books, Rent, Car Payment, etc.)	Amount Received in 2021

7. Additional Information

Provide information about any other resources, benefits, and other amounts received by the student and any members of the student’s household including those excluded in other sections of this worksheet. These items may, or may not, have appeared on the FAFSA application.

Resource/Benefit Received in 2021	Recipient Name	Amount Received in 2021
SNAP Benefits (Food Stamps)		
Women, Infants, & Children Benefits (WIC)		
Temporary Assistance for Needy Families (TANF)		
Supplemental Security Income (SSI)		
Veteran’s Education Benefits		
Untaxed Social Security		
Other		

E. - 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

F. - 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

Fax: 1-812-766-7284

Phone: 1-800-213-2178