

## What is Verification?

Your 2022-2023 FAFSA was selected for review in a process called verification. The law says that before awarding Federal Student Aid, the Department of Education or the Institution may ask you to confirm the information you reported on the FAFSA. To verify that you provided correct information, the Financial Aid Office will compare your FAFSA with the information on this worksheet as well as any other required documents. If there are differences, your FAFSA information will be corrected by our office. You must complete and sign this worksheet, attach any required documents, and submit them to the Financial Aid Office. **Please provide the required information as quickly as possible because your financial aid cannot be processed until verification has been completed. If you have any questions, please contact us at 606-474-3226 or tajohnson@kcu.edu or sjpeppard@kcu.edu.**

## What are the Steps?

1. Complete sections A through D of this 2022-23 Independent Verification Worksheet, while referring to the instructions provided for additional details on the process.
2. Review your Financial Aid Portal (my.kcu.edu) for any other documents that are needed for the verification process. You can find missing documents by logging into your account, selecting the **My Financial Aid** tab (left side of the page), then selecting the **"Financial Aid Documents"** tab located under the **Menu** option.
3. Once all of the documents have been submitted, our Financial Aid staff will conduct an initial review of the materials. If additional documentation is needed for clarification, we will be in touch with you by email or by phone, typically within 5 business days. Please continue to monitor your KCU email and your Financial Aid Portal for updates on requests for additional verification documents.

## A. Student Information

Last Name	First Name	M.I.	KCU Student ID #
Address (Include Apt. #-if applicable)	City	State	Zip Code
Date of Birth (required)	Email	( )	Cell Phone Number (Include Area Code)

## B. Independent Student's Family Information

**Number of Household Members:** List below the people in the students' household. Include:

- 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 those children's support from July 1, 2022 through June 30, 2023, even if a child does not live with the student.
- 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, 2023.

**Number in College:** Include in the space below information about any household member who is, or will be, enrolled at least half time in a degree, or certificate program at an eligible postsecondary educational institution any time between July 1, 2022, and June 30, 2023. Please also include the name of the institution.

Please complete each column for every person in your household.				
Full Name	Current Age	Relationship	College Name	Will be enrolled at least half time? <b>Yes or No</b>
		<i>Self</i>	<i>KCU</i>	

If more space is needed, please provide a separate page with the student's name and ID number, along with the name, age, relationship, etc. for each individual.

## C. Student and Spouse's Income Information

Check the appropriate boxes below and provide the requested information and documents:

- I used the IRS Data Retrieval Tool (after my 2020 taxes were completed and processed by the IRS) to transfer my 2020 income tax return information to the FAFSA and made no further changes to the information. (Review Verification Worksheet Instructions for more information about using the IRS DRT.) **If you used the IRS DRT, move on to Section D below.**
- I did not (or could not) transfer my 2020 income tax return information to the FAFSA using the IRS Data Retrieval Tool. I have attached a copy of my signed **2020 IRS Tax Return (IRS Form 1040 and schedules) OR my IRS Tax Return Transcript.** (Review Verification Worksheet Instructions for more information on obtaining a 2020 Tax Return Transcript.) In addition, I have attached copies of my Schedule 1, Schedule 2, Schedule 3, W-2s, IRS Schedule C, and/or IRS Schedule K-1 (if applicable).
- I was/am not required to file a 2020 Federal Income Tax Return.** I have 1-attached copies of all 2020 IRS W-2 forms and 2-requested an IRS Verification of Non-filing Letter on \_\_\_\_\_(date). **All independent students and/or spouses who did not file a tax return are required to provide an IRS Verification of Non-filing Letter dated on or after October 1, 2020, which can be requested at [www.irs.gov](http://www.irs.gov).** Additional information on how to obtain this letter can be found on the instructions page. Please also list below the names of all of your employers and the amount earned from each employer in 2020, and attach copies of all 2020 W-2 forms. (**IMPORTANT:** Enter **"No Job"** under "Employer's Name" if you did **not** work.) If additional space is needed, attach a separate page with the student's first and last name at the top.

Employer's Name	2020 Amount Earned	IRS W-2 Attached? (if not required to file)

## D. Certification

Each person signing this worksheet certifies that all the information reported on it is complete and correct. Warning: If you purposely give false or misleading information on this form, you may be fined, sent to prison, or both.

***Electronic signatures will not be accepted.***

Student Name Printed \_\_\_\_\_

Spouse Name Printed \_\_\_\_\_

Student Name Signed \_\_\_\_\_

Spouse Name Signed \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**If the student is married, the spouse must also sign this worksheet.**

# 2022-2023 Independent Student Verification Instructions

For about half of our students, the U.S. Department of Education requires KCU to verify the data reported on the FAFSA. Your file has been selected for the verification process. Please follow the steps as outlined below.

1. You must complete the 2022-2023 Independent Verification Worksheet. Remember to answer every question on the form. In addition, the form must be signed by the student AND spouse (if married). **Incomplete verification forms will not be accepted.**
2. If you and/or your spouse were/are required to file a federal tax return, **you have three options to submit** income information. Please make sure to indicate in Section C on the Verification Worksheet which option you will use.

## A. IRS Data Retrieval Tool (HIGHLY RECOMMENDED FOR FASTER PROCESSING)

Most FAFSA filers have the option of securely transferring their 2020 income data directly from the IRS database to their online 2022-2023 FAFSA. This option is available to individuals whose 2020 federal tax return has already been processed by the IRS. If you did not take advantage of this data transfer at the time you originally completed your FAFSA, you can still do so by going to **www.fafsa.gov** and updating your tax information reported. You would need to select "Make FAFSA Corrections" and follow appropriate steps. Applicants will need to authenticate their identity before any personal information will be displayed. Once authenticated, you will be prompted to "transfer" the tax information to the FAFSA. You **should not** use the IRS Data Retrieval process if any of the following situations apply:

- Your marital status date listed on the FAFSA is later than January 1, 2021
- You have not yet filed or will not file a 2020 federal tax return
- You have a tax filing status of "married filing separately" for 2020
- You used an 888 identifier in place of a Social Security Number on the FAFSA
- **For those with unusual tax filing circumstances, please see the reverse side of this document for instructions or contact our office for more information regarding your specific situation.**

## B. Signed/Dated IRS Income Tax Return

You may submit a signed/dated copy of your 2020 Federal Income Tax Return (IRS Form 1040 and schedules) that was submitted to the IRS. For students who had a filing status of "married filing separately", tax returns must be submitted for both the student and the spouse.

## C. IRS Tax Return Transcript

If you were/are required to file a 2020 federal tax return and did not use the IRS Data Retrieval Process OR do not have a copy of your return, you must request a 2020 Tax Return Transcript from the IRS and upon receipt submit a copy to the Financial Aid Office. For students who had a filing status of "married filing separately", IRS Tax Return Transcripts must be submitted for both the student and the spouse. **PLEASE NOTE: It may take up to 10 business days for the IRS to process your request.** There are three methods to request a Tax Return Transcript:

- Via the IRS website at [www.irs.gov/Individuals](http://www.irs.gov/Individuals). You can request a tax return transcript using the "Get Your Transcript" option. From there you may choose to get the transcript online (recommended for faster processing) or by mail.
- By calling 1-800-908-9946.
- Complete and submit IRS Form 4506-T or IRS Form 4506-T-EZ to the IRS by mail or fax as instructed on form.

3. Additionally, non-tax filers are required to provide an IRS Verification of Non-Filing Letter dated on or after October 1, 2021. There are different methods to request a Non-Filing Letter:
  - Visit the IRS website at [www.irs.gov/Individuals](http://www.irs.gov/Individuals). You can request a Non-Filer Letter using the "Get Your Transcript" option. From there you may choose to get it online (recommended for faster processing) or by mail.
  - Calling 1-800-908-9946. Non-filers must follow prompts to enter their social security number and the numbers in their street address. Generally, this will be numbers of the street address that was listed on the latest tax return filed. Select "Option 2" to request an IRS Verification of Non-Filing Letter and then enter "2020" for the year. If successfully validated, non-filers can expect to receive the documentation at the address provided in their telephone request within 5 to 10 business days from the time of request.

(continued)

4. Please submit all requested documentation (all together) within 3 weeks to the Financial Aid Office. This can be done by mailing the required documents or submitting them in the online portal. Please review the instructions to make sure you have completed and submitted all the required documents. Failure to submit in accordance with the instructions will delay the processing of your financial aid.
  5. **You must submit required documents before classes begin.** If you do not, your financial aid may be reduced or cancelled, and all charges must be paid out of pocket.
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## Verification of 2020 Income Information for Individuals with Unique Circumstances

### Individuals Who Have Had Changes in Marital Status

- If you have had a change in their marital status since they filed their 2020 Tax Return(s), please contact the Financial Aid Office at 606-474-3226 to discuss the additional documentation that may be needed for the verification.

### Individual Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for tax year 2020 must provide a signed copy of the 2020 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS or documentation from the IRS that includes the change(s) made, in addition to one of the following:

- A signed copy of the **2020 Federal Tax Return(s) and schedules**, OR
- A **2020 IRS Tax Return Transcript**

### Individuals Who Were Victims of IRS Identity Theft

- For a victim of IRS tax-related identity theft, please submit (1) a Tax Return Data Base View (TRDBV) transcript, obtained from the IRS, and (2) a statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS has been made aware of the tax-related identity theft.

\*Note: Tax filers may inform the IRS of tax-related identity theft and obtain a TRDBV transcript by calling the IRS's Identity Protection Specialized Unit (IPSU) at 1-800-908-4490. Tax filers who cannot obtain a TRDBV transcript may instead submit another official IRS transcript or equivalent document provided by the IRS if it includes all of the income and tax information required to be verified.

### Individuals Who Filed Non-IRS Income Tax Returns

- A tax filer who filed an income tax return with Guam, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico, and the U.S. Virgin Islands may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.
- A tax filer who filed an income tax return with the tax authority for American Samoa must provide a copy of his or her tax account information.
- A tax filer who filed an income tax return with tax authorities not mentioned above, i.e. a foreign tax authority, and who indicates that he or she is unable to obtain the tax account information free of charge, must provide documentation that the tax authority charges a fee to obtain the information, along with a signed copy of his or her income tax return that was filed with the relevant tax authority.

### Individuals Who Have Been Granted a Filing Extension

- An individual who is required to file a 2020 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2020, must provide all of the following:
  - a. A copy of IRS Form 4868 "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return", that was filed with the IRS for tax year 2020
  - b. A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2020
  - c. Verification of Non-Filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2021
  - d. A copy of IRS Form W-2 for each source of employment income received or an equivalent document for tax year 2020
  - e. If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2020