

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 may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information, the financial aid administrator at your school 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 and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

### A. Dependent Student’s Information

Student’s Last Name	Student’s First Name	Student’s M.I.	Student’s ID Number
Student’s Street Address (include apt. no.)			Student’s Date of Birth
City	State	Zip Code	Student’s Email Address
Student’s Home Phone Number (include area code)			Student’s Alt or Cell Phone Number

### B. Dependent Student’s Family Information

List below the people in your parent(s) household. **Include:**

- **Yourself and your parent(s)/stepparent** (legal parents who live together must both be reported, regardless of marital status) even if you don’t live with your parent(s).
- **Your parent(s)’ other 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 parent(s). Do not include foster children.
- **Other people** if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2024.

Full Name	Age	Relation :hip	College*	Will be Enrolled at Least Half-Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>USA University</i>	<i>Yes</i>
		<i>Self</i>	<i>Columbia International University</i>	

**\*Include** the name of the college for any household member, excluding your parent(s), who will be enrolled, at least half-time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2023, and June 30, 2024. *If more space is needed, attach a separate page with the student’s name and ID# at the top.*

### C. Student Income Information

#### Tax Filers

Check the box that applies:

- The student has filed a 2021 IRS Income Tax Return AND has used the IRS DRT in *FAFSA on the Web* to transfer 2021 IRS Income tax return information into the student's FAFSA.
- The student has filed a 2021 IRS Income Tax Return AND has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2021 IRS income tax return information into the student's FAFSA.
- The student has filed a 2021 IRS Income Tax Return, BUT is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2021 IRS Tax Return Transcript**. (Signature not required)

A **2021 IRS Tax Transcript** may be obtained through:

- Online Request - Go to [www.irs.gov](http://www.irs.gov), under the Tools heading on the IRS homepage, click "Get a Tax Transcript online or by mail." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

\_\_\_ Check here if a **2021 IRS Tax Return Transcript** is provided.

\_\_\_ Check here if a **2021 IRS Tax Return Transcript** will be provided later (verification cannot be completed until this form is received in our office).

#### Non-Tax Filers

Check the box that applies:

- The student did not file a 2021 IRS Income Tax Return, was not employed and had no income earned from work in 2021.
- The student did not file a 2021 IRS Income Tax Return, and was not required to file.
  - List below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is provided.
  - List every employer even if the employer did not issue an IRS W-2 form.
  - If more space is needed, provide a separate page with the student's name and ID number at the top.
  - **Provide copies of all 2021 IRS W-2 forms issued to the student by employers.**

Employer's Name	2021 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

## D. Parent Income Information

**NOTE: The instructions below apply to each parent/step-parent in the household (both legal parents who live together must report, regardless of marital status).** Notify the financial aid office if the parents filed separate IRS income tax returns for 2021 or had a change in marital status after the end of the 2021 tax year on Dec. 31, 2021.

### Tax Filers

*Check the box that applies:*

- The parents have filed a 2021 IRS Income Tax Return AND have used the IRS DRT in *FAFSA on the Web* to transfer 2021 IRS Income tax return information into the student's FAFSA.
- The parents have filed a 2021 IRS Income Tax Return AND have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2021 IRS income tax return information into the student's FAFSA.
- The parents have filed a 2021 IRS Income Tax Return AND are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2021 IRS Tax Return Transcript(s)**. (Signature not required)

A **2021 IRS Tax Transcript** may be obtained through:

- Online Request - Go to [www.irs.gov](http://www.irs.gov), under the Tools heading on the IRS homepage, click "Get a Tax Transcript online or by mail." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."
- Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

\_\_\_ Check here if a **2021 IRS Tax Return Transcript** is provided.

\_\_\_ Check here if a **2021 IRS Tax Return Transcript** will be provided later (verification cannot be completed until this form is received in our office).

### Non-Tax Filers

All non-tax filers chosen for verification are required to order a Verification of Non-filing Letter from the IRS and provide this document for our Financial Aid Office. This can be ordered on the IRS website: <https://www.irs.gov/individuals/tax-return-transcript-types-and-ways-to-order-them>

*Check the box that applies:*

- Neither parent/step-parent filed a 2021 IRS Income Tax Return, neither parent was employed and had no income earned from work in 2021.
- Neither parent/step-parent filed a 2021 IRS Income Tax Return, and was not required to file. If one or both parents were employed in 2021.
- List below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is provided.
  - List every employer even if the employer did not issue an IRS W-2 form.
  - If more space is needed, provide a separate page with the student's name and ID number at the top.
  - **Provide copies of all 2021 IRS W-2 forms issued to the student by employers.**

Employer's Name	2021 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

Student's Name: \_\_\_\_\_ ID#: \_\_\_\_\_

## E. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported here is complete and correct. The student and one parent (whose information was reported on the FAFSA) must sign and date.

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's ID Number

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Return signed document to the Financial Aid Office by applying a digital signature to the form and emailing to [finaid@ciu.edu](mailto:finaid@ciu.edu) or by printing the form, scanning and emailing to our office, including any additional necessary documents. You may also submit this form in person, fax or mail to our office:

Columbia International University, Financial Aid Office  
7435 Monticello Road, Columbia, SC 29203  
Office: (803) 807-5036 Fax: (803) 223-2505

Office Use Only:

Rec'd \_\_\_/\_\_\_/\_\_\_ by \_\_\_\_\_ Verified \_\_\_/\_\_\_/\_\_\_ Verified by \_\_\_\_\_