



## 2023-2024 Dependent Student Verification Worksheet

Student Name: \_\_\_\_\_ Kent State ID Number: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Preferred Email: \_\_\_\_\_

### Deadline to Submit:

- **To be considered for the Federal Pell Grant:** 120 days after the student’s last date of attendance in the 2023-2024 academic year, or September 1, 2024, whichever comes first.
- **To be considered for all other federal aid programs, including Federal Student Loans and PLUS Loans:** 30 days before the end of the last semester the student attends in the 2023-2024 academic year.

### SECTION 1: HOUSEHOLD INFORMATION

**Definition of a FAFSA Parent:** A *FAFSA parent* is defined as the **biological or adoptive parent(s) of the student.**

- If the student’s biological or adoptive parents are **married** to each other, both parents’ information must be included on this worksheet.
- If the student’s biological or adoptive parents are **not married to each other but still live together in the same household**, both parents’ information must be included on this worksheet.
- If the student’s biological or adoptive parents are **divorced, separated, widowed, or have never been married and do not live together**, use the information for the biological or adoptive parent the *student lived with more during the past 12 months and/or the parent who provides more than 51% of the student’s support*. If that parent is *remarried*, you must also include their current spouse’s information.
- A legal guardian, grandparent, or foster parent is **not** considered a parent unless they have legally adopted the student.

1. List your FAFSA Parent(s) Current Marital Status: \_\_\_\_\_

2. List the Date of your FAFSA Parent(s) Current Marital Status: \_\_\_\_\_  
*(Required for marital statuses of married, remarried, divorced, separated, or widowed.)*

3. List your FAFSA Parent(s) Information:

- FAFSA Parent(s) are *Married, Remarried, or Not Married But Live Together*: List **TWO** parents (the FAFSA Parent and their Spouse/Partner).
- FAFSA Parent is *Divorced, Separated, Widowed, or has Never Been Married*: List **ONE** parent (the FAFSA parent).

FAFSA Parent	SSN (last 4 digits)	Last Name	First Name	Date Of Birth
Parent / Stepparent #1	XXX-XX-			
Parent / Stepparent #2	XXX-XX-			

4. List your FAFSA Parent’s State of Legal Residence: \_\_\_\_\_ Since (Month/Year): \_\_\_\_\_

(SECTION 1 continued)

**5. List the people in your FAFSA parent(s)' household.**

- Include **yourself** (the student) and **your FAFSA parent(s)' other children** if your FAFSA parent(s) will provide more than half of their support through June 30, 2024.
- Include any other people that live with your FAFSA parent(s) if your FAFSA parent(s) will provide more than half of their support through June 30, 2024.
- Do **not** include foster children or children for which they are paying child support.
- Do **not** include your FAFSA parents in this section.
- Make sure to answer **all** questions in the row for **every** household member you list.

First and Last Name of Household Member	Household Member's Date of Birth	Their Relationship to You (the Student)	Will this person live in your FAFSA Parent's household through June 30, 2024? (Circle one:)	Will your FAFSA Parent support this person at least 51% through June 30, 2024? (Circle one:)	Name of the college they will attend at least half time during 2023-2024 (if applicable)
		Student/Self			
			Yes / No	Yes / No	
			Yes / No	Yes / No	
			Yes / No	Yes / No	
			Yes / No	Yes / No	
			Yes / No	Yes / No	
			Yes / No	Yes / No	
			Yes / No	Yes / No	
			Yes / No	Yes / No	
			Yes / No	Yes / No	
			Yes / No	Yes / No	
			Yes / No	Yes / No	
			Yes / No	Yes / No	
			Yes / No	Yes / No	
			Yes / No	Yes / No	

Attach an additional sheet of paper if necessary.

**SECTION 2: STUDENT TAX FILING STATUS**

***To be completed by the Student:*** Select the option which best describes your work and tax filing status in 2021.  
**SELECT ONLY ONE OPTION.**

<input type="checkbox"/>	<p><b><u>OPTION #1</u></b>  <b>I worked and filed taxes in 2021.</b>  <u>Select one option below:</u></p> <p>___ I used the IRS Data Retrieval Tool to provide my tax and income information on the FAFSA.</p> <p>___ I did <u>not</u> use the IRS Data Retrieval Tool on the FAFSA, and will submit a signed copy of my 2021 IRS Federal Income Tax Return (including all schedules), my 2021 IRS Tax Return Transcript, or the equivalent foreign tax return. <i>(We cannot use copies of your City/State Tax Return.)</i></p>
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**OR**

<input type="checkbox"/>	<p><b><u>OPTION #2</u></b>  <b>I did not work in 2021. I will not file and I am not required to file taxes in 2021.</b>  <u>You must sign this statement:</u></p> <p>I, _____, certify that I was not required to file and will          (Student Signature) not file a 2021 IRS Federal Income Tax Return or a foreign tax return.</p>
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**OR**

<input type="checkbox"/>	<p><b><u>OPTION #3</u></b>  <b>I worked in 2021, but I will not file and am not required to file taxes in 2021.</b>  <u>You must sign this statement:</u></p> <p>I, _____, certify that I was not required to file and will          (Student Signature) not file a 2021 IRS Federal Income Tax Return or a foreign tax return.</p> <p><b><u>You must also list below all your 2021 employers, and the amount you earned at each employer in 2021:</u></b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #e1eef6;"> <th style="width: 35%;">Employer's Name</th> <th style="width: 15%;">2021 Earnings</th> <th style="width: 50%;">Was a W-2 Issued?</th> </tr> </thead> <tbody> <tr> <td style="height: 60px;"></td> <td></td> <td> <p><b><u>Select one:</u></b></p> <p>___ Yes: You must submit a copy of your 2021 W2 Form.</p> <p>___ No: Explain why: _____</p> </td> </tr> <tr> <td style="height: 60px;"></td> <td></td> <td> <p><b><u>Select one:</u></b></p> <p>___ Yes: You must submit a copy of your 2021 W2 Form.</p> <p>___ No: Explain why: _____</p> </td> </tr> <tr> <td style="height: 60px;"></td> <td></td> <td> <p><b><u>Select one:</u></b></p> <p>___ Yes: You must submit a copy of your 2021 W2 Form.</p> <p>___ No: Explain why: _____</p> </td> </tr> </tbody> </table>	Employer's Name	2021 Earnings	Was a W-2 Issued?			<p><b><u>Select one:</u></b></p> <p>___ Yes: You must submit a copy of your 2021 W2 Form.</p> <p>___ No: Explain why: _____</p>			<p><b><u>Select one:</u></b></p> <p>___ Yes: You must submit a copy of your 2021 W2 Form.</p> <p>___ No: Explain why: _____</p>			<p><b><u>Select one:</u></b></p> <p>___ Yes: You must submit a copy of your 2021 W2 Form.</p> <p>___ No: Explain why: _____</p>
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Attach an additional sheet of paper if necessary.



**SECTION 4: OTHER PARENT TAX FILING STATUS**

*(ONLY required when the FAFSA Parent is Married, Remarried, or are Not Married but Live Together with the student's other biological or adoptive parent. )*

**To be completed by the FAFSA Parent's Spouse/Partner: Select the option which best describes your work and tax filing status in 2021. SELECT ONLY ONE OPTION.**

<input type="checkbox"/>	<p><b>OPTION #1</b></p> <p><b>I worked and filed taxes in 2021.</b></p> <p><b><u>Select one option below:</u></b></p> <p>___ I used the IRS Data Retrieval Tool to provide my tax and income information on the FAFSA (because I filed 2021 taxes jointly with my spouse).</p> <p>___ I did <u>not</u> use the IRS Data Retrieval Tool on the FAFSA, and will submit a signed copy of my 2021 IRS Federal Income Tax Return (including all schedules), my 2021 IRS Tax Return Transcript, or the equivalent foreign tax return. <i>(We cannot use copies of your City/State Tax Return.)</i></p>
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**OR**

<input type="checkbox"/>	<p><b>OPTION #2</b></p> <p><b>I did not work in 2021. I will not file and am not required to file taxes in 2021.</b></p> <p><b><u>You must sign this statement:</u></b></p> <p>I, _____, certify that I was not required to file and will not file a 2021 (Parent / Stepparent Signature) IRS Federal Income Tax Return or a foreign tax return.</p> <p><b><u>You must submit your 2021 IRS Verification of Non-Filing Letter</u></b>, or the equivalent from a foreign tax agency. <i>(Refer to the Verification Information Fact Sheet for instructions on how to request this letter.)</i></p>
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**OR**

<input type="checkbox"/>	<p><b>OPTION #3</b></p> <p><b>I worked in 2021, but I will not file and am not required to file taxes in 2021.</b></p> <p><b><u>You must sign this statement:</u></b></p> <p>I, _____, certify that I was not required to file and will not file a 2021 (Parent / Stepparent Signature) IRS Federal Income Tax Return or a foreign tax return.</p> <p><b><u>You must submit your 2021 IRS Verification of Non-Filing Letter</u></b>, or the equivalent from a foreign tax agency. <i>(Refer to the Verification Information Fact Sheet for instructions on how to request this letter.)</i></p> <p><b><u>You must also list below all your 2021 employers, and the amount you earned at each employer in 2021:</u></b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e1eef6;"> <th style="width:35%;">Employer's Name</th> <th style="width:20%;">2021 Earnings</th> <th style="width:45%;">Was a W-2 Issued?</th> </tr> </thead> <tbody> <tr> <td style="height: 100px;"></td> <td></td> <td> <p><b><u>Select one:</u></b></p> <p>___ Yes: You must submit a copy of your 2021 W2 Form.</p> <p>___ No: Explain why: _____</p> </td> </tr> <tr> <td style="height: 100px;"></td> <td></td> <td> <p><b><u>Select one:</u></b></p> <p>___ Yes: You must submit a copy of your 2021 W2 Form.</p> <p>___ No: Explain why: _____</p> </td> </tr> </tbody> </table>	Employer's Name	2021 Earnings	Was a W-2 Issued?			<p><b><u>Select one:</u></b></p> <p>___ Yes: You must submit a copy of your 2021 W2 Form.</p> <p>___ No: Explain why: _____</p>			<p><b><u>Select one:</u></b></p> <p>___ Yes: You must submit a copy of your 2021 W2 Form.</p> <p>___ No: Explain why: _____</p>
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		<p><b><u>Select one:</u></b></p> <p>___ Yes: You must submit a copy of your 2021 W2 Form.</p> <p>___ No: Explain why: _____</p>								

Attach an additional sheet of paper if necessary.

**SECTION 5: UNTAXED INCOME INFORMATION**

Student	<b>Untaxed Income Information for Calendar Year 2021.</b> <b>Information is found on the 2021 Federal Income Tax Return</b>	Parent(s) and/or Stepparent
\$ _____  <input type="checkbox"/> Rollover	List the amount of <b>untaxed</b> portions of Individual Retirement Account (IRA) Distributions and Pensions reported on your 2021 IRS Federal Income Tax Return.  This information can be found on your 2021 Federal Tax Return (IRS Form 1040) using this formula: $\begin{aligned} & \textit{Line 4a + Line 5a} \\ - & \textit{Line 4b + Line 5b} \\ & \textit{Total amount of Untaxed IRA Distributions \& Pensions} \end{aligned}$ If the amount is negative or blank on your tax return, enter a zero.  <b>Check the "Rollover" box if the amount you list was a rollover.</b>	\$ _____  <input type="checkbox"/> Rollover

**SECTION 6: OTHER INFORMATION**

If you need to make any notes to the Financial Aid Staff to help them process your FAFSA Verification, please include those notes here:

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**SECTION 7: SIGNATURES**

**By signing this form, you hereby affirm that all information reported on this form and any attachment hereto is true, complete, and accurate to the best of your knowledge.** You understand that the Student Financial Aid Office at Kent State University will correct the FAFSA application, as necessary, based on the information submitted. You agree that you understand that if you received federal student aid based on incorrect information, you will need to repay it. You may also be required to pay fines and fees. **By signing this form, you certify that you:**

- (1) Will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education,
- (2) Are not in default on a federal student loan or have made satisfactory arrangements to repay it,
- (3) Do not owe money back on a federal student grant or have made satisfactory arrangements to repay it,
- (4) Will notify your college if you default on a federal student loan, and
- (5) Will not receive a Federal Pell Grant from more than one college for the same period of time.

**This form must be signed by the student and one FAFSA parent using handwritten signatures. Handwritten signatures may be made using a pen, a stylus, or a mouse, but cannot be typed.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Stepparent Signature

\_\_\_\_\_  
Date