



# 2023-2024 Verification Worksheet (V5)

## Independent Student

PLEASE READ! 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 reported on your FAFSA. To verify that you provided the 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 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. Independent Student's Information

|  |            |          |  |
|--|------------|----------|--|
| Last Name  | First Name | M.I.     | Social Security Number / NTU ID#   |
| Mailing Address or Street Address (include apt. no.) |            |          | Date of Birth  |
| City   | State      | Zip Code | NTU Email Address <span style="float: right;">@student.navajotech.edu</span> |
| Contact Phone Number (include area code)             |            |          | Alternate Email Address  |

### B. Independent Student's Family Information

List below the people in your household Including:

- Yourself.
- Your spouse, if you are married.
- Your children if any, if you will provide more than half of their support from July 1, 2023, through June 30, 2024, or if The child would be required to provide your information if they were completing a FAFSA for 2023-2024. Include children who meet either one of these standards, even if they do not live with you.
- Other people if they now live with you and you provide over half of their support and will continue to provide more than half of their support through June 30, 2024.

Include the name of the college for any household member 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 Social Security Number at the top.*

| Full Name                    | Age       | Relationship   | College                   | Will be Enrolled at least Half Time |
|------------------------------|-----------|----------------|---------------------------|-------------------------------------|
| <i>Missy Jones (example)</i> | <i>28</i> | <i>Husband</i> | <i>Central University</i> | <i>Yes</i>                          |
|                              |           | <i>Self</i>    |                           |                                     |
|                              |           |                |                           |                                     |
|                              |           |                |                           |                                     |
|                              |           |                |                           |                                     |
|                              |           |                |                           |                                     |
|                              |           |                |                           |                                     |
|                              |           |                |                           |                                     |

### C. Independent Student's Income Information to be Verified

**1. TAX RETURN FILERS – Important note:** If you (or your spouse, if married) filed or will file an amended 2021 IRS tax return, you must contact your financial administrator before completing this section.

**Instructions:** Complete this section if you the student, filed or will file a 2021 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool which is part of FAFSA on the Web. If you have not already used the tool, go to FAFSA.gov log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2021 IRS income tax information into your FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.*

**Check the box that applies:**

- I, the student, have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my **(and, if married, my spouse's)** 2021 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *Your school will use the IRS information that was transferred in the verification process.*
- I, the student, have not yet used the IRS Data Retrieval Tool, but I will use the tool to transfer my **(and, if married, my spouse's)** 2021 IRS income information into my FAFSA once I have filed my 2021 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval Tool. Your school cannot make the verification process until your (and, if married, your spouse's) IRS information has been transferred into your FAFSA.*
- I, the student, am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the school 2021 IRS Tax Return Transcript(s) not photocopies of the income tax return. *To obtain an IRS tax return transcript, go to [www.irs.gov](http://www.irs.gov) and click on the "Order a Transcript" link or call 1-800-908-9946. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need your social security number, date of birth, and address on file with the IRS (normally this will be the address used when your 2021 tax return was filed.) It takes up to two weeks for IRS income information to become available for electronic IRS tax return filers and up to eight weeks for paper IRS tax return filers. If you are married and you and your spouse filed separate 2021 tax returns, you must submit tax return transcripts for both you and your spouse.*
  - Check here if an IRS tax return transcript(s) is attached to this worksheet.*
  - Check here if IRS tax return transcript(s) will be submitted to your school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to your school.*

**2. TAX RETURN NON-FILERS** – Complete this section if you, the student (and, if married, your spouse), will not file and are not required to file a 2021 income tax return with the IRS.

**Check the box that applies:**

- The student (and, if married, the student's spouse) was not employed and had no income earned from work in 2021.
- The student (and/or the student's spouse if married) was employed in 2021 and has listed below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W2 form is attached. Attach copies of all 2021 W2 forms issued to you (and, if married, to your spouse) by employers. *List every employer even if the employer did not issue an IRS W2 form. If more space is needed, attach a separate page with your name and social security number at the top.*

| Employer's Name                        | 2021 Amount Earned | IRS W-2 Attached? |
|--|--------------------|-------------------|
| <i>Suzy's Auto Body Shop (example)</i> | <i>\$2000.00</i>   | <i>Yes</i>        |
|  |                    |                   |
|  |                    |                   |
|  |                    |                   |
|  |                    |                   |

## D. Independent Student's Other Information to Be Verified

1. Complete this section if someone in the student's household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2021 or 2022 calendar years.

- Does Not Apply
- One of the persons listed in section B of this worksheet received SNAP benefits in 2021 or 2022. If asked by my school, I will provide documentation of receipt of SNAP benefits during 2021 or 2022.

2. Complete this section if you or your spouse, if married, paid child support in 2021.

- Does Not Apply
- Either I, or if married my spouse who is listed in section B of this worksheet, paid child support in 2021. I have indicated below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total amount of child support that was paid in 2021 for each child. If asked by my school, I will provide the documentation of the payment of child support. *If you need extra space, attach a separate page that includes your name and social security number at the top.*

| Name of Person Who Paid Child Support | Name of Person to Whom Child Support was Paid | Name of Child for Whom Support Was Paid | Amount of Child Support Paid in 2021 |
|---------------------------------------|---|---|--------------------------------------|
| <i>Marty Jones(example)</i>           | <i>Chris Smith</i>                            | <i>Terry Jones</i>                      | <i>\$6,000.00</i>                    |
|                                       |   |   |                                      |
|                                       |   |   |                                      |
|                                       |   |   |                                      |
|                                       |   |   |                                      |

## E. Identity (Please note that Sections D and E must be completed concurrently)

### Check the box that applies:

- I am able to appear in person to present valid government-issued photo identification, such as but not limited to a driver's license, non-driver's license, military identification, or passport for copy and annotation by a school official.
- I am **NOT** able to appear in person to present valid government-issued photo identification, such as but not limited to a driver's license, non-driver's license, military identification, or passport for copy and annotation by a school official. Attached is a copy of one of the above-listed identifications for annotation by a school official.

## F. Statement of Educational Purpose

By signing this document, 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.

- I am able to appear in person to sign this document.

DO NOT SIGN THIS DOCUMENT UNTIL YOU APPEAR IN PERSON TO DO SO.

- I am **NOT** able to appear in person to sign this document.

AS SUCH, I HAVE SIGNED THIS FORM AND IT HAS BEEN NOTARIZED PER FEDERAL REGULATION.

**Student's Name:** \_\_\_\_\_ **SS#:** \_\_\_\_\_

## F. Certification and Signature

I certify that all of the information reported on this worksheet is complete and correct. The student must sign this worksheet. If married, the spouse's signature is optional. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature

\_\_\_\_\_  
Date

**THIS SPACE IS FOR THE NOTARY PUBLIC, IF NECESSARY**

You may submit the verification and requested forms to:

Navajo Technical University

Financial Aid Office

PO Box 849 Crownpoint, NM 87313 OR PO Box 849, Chinle, AZ 86503

Phone: (505) 387-7361

Scan and Email: [finaid@navajotech.edu](mailto:finaid@navajotech.edu)