



## 2021-2022 Verification Worksheet - Independent Student FAQ's

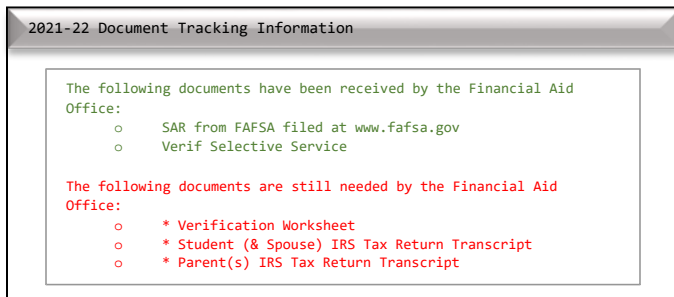
Your 2021-2022 FAFSA was selected for verification, a process in which the financial aid office must obtain documentation to ensure accuracy of the information submitted on the FAFSA. Information provided on the FAFSA will be compared with required documents (2019 IRS Tax Returns, W2s, etc.). If there are differences, your FAFSA information may need to be electronically corrected.

### Why was I selected for Verification?

The main reasons for being selected for verification include that you were chosen randomly, the FAFSA you submitted was incomplete, your FAFSA contains estimated information, or the data you provided on the FAFSA is inconsistent. Verification is a federal regulation. Students who are selected for verification are not being punished; rather, verification prevents ineligible students from receiving aid by reporting inaccurate information and ensures that eligible students receive all of the aid for which they are qualified.

### What documents should be submitted?

You will be notified via email by the Financial Aid office. You can also check through your Campus Connect by selecting **Acct Info, Review Financial Aid**, and choosing the **21-22 year**. The Document Tracking Information will list out documents needed, including those related to verification.



### What happens if I do not complete verification?

Students who do not complete verification during the 2021-22 year cannot receive state, federal and some institutional financial aid for the entire 2021-22 year. Students can still attend class without completing verification, but those students must find an alternative method of payment for school besides financial aid. Students must complete verification by June 15, 2022. However, delays in submitting documents could result in ineligibility due to timing of file receipt and/or completion and late penalties may be applied to your student account if you fail to make satisfactory payment arrangements with the Business Office.

### What is the IRS Data Retrieval Tool (DRT) and how do I use it?

The IRS Data Retrieval Tool (DRT) allows students and their spouse to access IRS tax return information and transfer it directly into their FAFSA. You are ineligible to use the DRT if you are married but filed separately or if your marital status has changed as of January 1. We highly recommend using this tool as you won't need to provide a copy of your or your spouse's Tax Return or Tax Transcript if selected for verification.

### What if I or my spouse applied for a tax extension?

If you and/or your spouse have requested an extension to file, you must submit the following to continue with your verification:

- 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 2019;
- Verification of Non-filing Letter (confirmation that the tax return has not yet been filed) from the IRS or a Signed statement indicating you tried to get a Verification of Non-Filing Letter and statement that you have not filed.
- A copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2019;
- A copy of IRS W-2 Form for each source of employment income received for tax year 2019. 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 2019.

### How do I request a copy of my Tax Transcript or Verification of Non-filing?

IRS Tax Returns and IRS Tax Transcripts can be requested **Online** through <http://www.irs.gov>. Under the "Tools" section, select "Get a Tax Transcript."

### Can I submit my Tax Return instead of Tax Transcript?

Yes, we can now receive a signed 2019 1040 (including schedules 1, 2, and 3 if applicable) instead of tax return transcripts from the IRS. Also, if you did not file and you are not able to get a Verification on Non-filing letter you can submit a signed statement indicating you tried to get a verification of non-filing letter and that you have not filed taxes.

### What if I (or my spouse) was a victim or tax-related identity theft?

Obtain a TRDBV Transcript by contacting the *IRS Identity Protection Specialized Unit* at (1-800-908-4490).

### What Happens after I submit the documents to Financial Aid

If necessary, we may request additional information and/or documentation to resolve any discrepancies that arise during the processing of your paperwork. In the event we must contact you, please respond to these requests as quickly as possible, as failure to do so will only further delay disbursement of your financial aid. Once all documents are submitted for processing, turnaround time is within 7-10 business days. If necessary, a follow up email will be sent once verification is complete explaining any changes in EFC and/or awarding.



## 2021-2022 Verification Worksheet - Independent Student

### A. Student's Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_  
 Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Email Address \_\_\_\_\_  
 Contact # \_\_\_\_\_ Secondary # \_\_\_\_\_

### B. Family Information

Include yourself, your spouse, children, and other people as part of your household only if you provide more than half of their support, and will continue to provide more than half of their support between July 1, 2021 and June 30, 2022.

Full Name	Age	Relationship	College – if attending at least ½ time in 2021-22)
Student's Name:		Self	East Texas Baptist University

*If more space is needed, attach a separate page.*

**Tax Return Filers - both student and/or spouse: Either LINK tax information to FAFSA OR Submit Documents**

- Link the 2019 tax information using the Data Retrieval Tool (DRT) by accessing the student's FAFSA online at [fafsa.gov](http://fafsa.gov). The DRT is found under the Financial Information section of the FAFSA. Electronically sign and submit the corrected FAFSA to ETBU. This option takes 3 business days to be sent to the school.  

OR
- You have the option of submitting either (1) The 2019 Tax Return Transcript OR (2) Submitting a **signed** 2019 1040 **(including schedules 1, 2, and 3 if applicable)**. To request a Tax Transcript from [www.irs.gov](http://www.irs.gov), select "Get Your Tax Record" and then "Get a Transcript (Online or by Mail)." Request a *Return Transcript* **NOT** an *Account Transcript*. This option takes 5-10 business days, and must be mailed to your address, not directly to ETBU.
- Submit this completed form and supporting documents to the ETBU Financial Aid Office.

**Non-Tax Filers – both student and/or spouse:**

Complete this section if you did not and were not required to file a 2019 income tax return with the IRS.

- Please check the box below if you were not employed and had no income earned from work in 2019.  
 Student  
 Spouse
- If you and/or your spouse checked the box above, please print a 2019 Verification of Non-Filing Letter from [www.irs.gov](http://www.irs.gov) by selecting “Get Your Tax Record” and then “Get a Transcript”.
- Complete the section below if the student and/or parent(s) were employed in 2019 but were not required to file a 2019 income tax return. If you worked but did not file taxes, please attach a copy of the **2019 W-2** from each employer.

Student:	Employer’s Name	2019 Amount Earned

Spouse:	Employer’s Name	2019 Amount Earned

**C. Additional Information**

**Other Untaxed Income** (IRA distributions/deductions/payments, pensions, child support received, clergy allowances, veterans non-education benefits)

Source: \_\_\_\_\_ Amount: \_\_\_\_\_

**D. Certification and Signature** (must be handwritten signature)

By signing this worksheet, I certify that all of the information reported on it is complete and correct. I understand that purposely giving false or misleading information on this worksheet can result in a fine, jail sentence, or both.

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

**Return this form and any supporting documents by uploading them, AS A PDF ONLY, to our Upload Portal at [www.etbu.edu/upload-fa](http://www.etbu.edu/upload-fa). Directions and links for saving forms and documents as a PDF can be found at the Upload Portal.**