



2023–2024 Verification Worksheet

Independent Student

Your 2023–2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal regulations require that before awarding Federal Student Aid, we must ask you to confirm the information you reported on your FAFSA. 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 SUNY Downstate Office of Financial Aid. If you have questions about verification, contact us at 718-270-2488.

A. Independent Student’s Information

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

B. Independent Student’s Family Information

List below the people in your household. Include:

- 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 of these standards, even if they do not live with you.
- Other people if they now live with you and you provide more than 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.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Marty Jones(example)</i>	<i>28</i>	<i>Wife</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>	<i>SUNY Downstate</i>	

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

Student’s Name: _____ **Banner ID:** _____

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 the Office of Student Financial Services 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 (IRS DRT) that 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. Please note: 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.*

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. *Downstate 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.*
- 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 and click on the “Order a Return or Account 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 the address on file with the IRS (normally this will be the address used when your 2021 IRS tax return was filed). Please note: In most cases, for electronic filers, a **2021 IRS Tax Return Transcript** may be requested from the IRS within 2-3 weeks after the 2021 IRS income tax return has been accepted by the IRS. Generally, for filers of 2021 paper IRS income tax returns, the **2021 IRS Tax Return Transcript** may be requested within 8 -11 weeks after the paper IRS income tax return has been received by the IRS. 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. **Please do not have an IRS transcript sent directly to Downstate. You must make the request to the IRS to send the IRS transcript to your home address. Upon receipt please keep a photocopy for your files, list your name and Banner ID number at the top of each page of the IRS transcript and submit it to Downstate.***
- 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 Downstate later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to Downstate.*

2. **TAX RETURN NONFILERS—**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 W-2 form is attached. Attach copies of all 2021 W-2 forms issued to you (and, if married, to your spouse) by employers. *List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and Banner ID at the top.*

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

Student's Name: _____ Banner ID: _____

D. Certification and Signatures

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

I certify that all of the information reported is complete and correct.

Print Student's Name

Student's Banner ID Number

Student's Signature

Date

Do not mail this worksheet to the U.S. Department of Education.

Submit this worksheet to:

SUNY Downstate Office of Financial Aid

450 Clarkson Avenue

Box 110

Brooklyn, NY 11203-2098

financialaid@downstate.edu

You should make a copy of this worksheet for your records.