

2023-2024 V5 Dependent Student Verification Worksheet

The federal system selected your 2023-24 FAFSA for a process called verification. If your FAFSA is selected for verification, these requirements must be met for us to finalize and disburse any eligible financial aid. If we need to make corrections, to reflect accurate information, your award amounts may change. You, and any parent whose information was reported on the FAFSA, must complete, and sign this worksheet, attach any required documents, and submit them to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible, so that your financial aid will not be delayed.

1. Dependent Student's Information

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|--------------|-------------|---------------|--------------|
| Student Name | Student ID# | Date of Birth | Phone Number |
|--------------|-------------|---------------|--------------|

2. Dependent Student's Family Information

Please list, in the table below, the people in your parent(s) household. Include:

- Yourself, the student.
- Your parent(s), including stepparent, even if you do not 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 (includes graduate students and unborn children, if that child will be born before June 30, 2024).
- Other people, if they now live with the parent(s) and your parent(s) provide more than half of the other person's support and will continue to provide more than half of that person's support through June 30, 2024.
- **College:** In the space below, include name of college for any household member who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution from July 1, 2023, through June 30, 2024. (Please *do not* list college information for parent(s) if they will also be enrolled in college).
- **For any of your parent(s) dependents** that you have listed below, other than yourself, that were born before 01/01/2000 or are *not* their children, please have your parent provide a signed and dated statement confirming that they will be providing more than half of their support for the 2023-2024 academic year.

| Full Name | Age | Relationship | Name of College <small>(Do not include high school and below)</small> | Will be Enrolled at Least Half-Time <small>(Indicate Yes or No)</small> |
|-----------|-----|--------------|--|---|
| | | Self | Chaminade University of Honolulu | |
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*For additional family members, please attach a separate sheet and include the above values.

3. Dependent Student's Income Information to be Verified (select only one box)

Filed Taxes

The student has used the *IRS Data Retrieval Tool (DRT)* in *FAFSA on the Web* to transfer 2021 IRS income tax return information into the student's FAFSA.

OR

The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a 2021 IRS Tax Return Transcript or a signed copy of their 2021 income tax return and applicable schedules. If you filed a foreign tax return with Puerto Rico, another U.S. Territory, or Freely Associated State, please attach a copy of that form or contact our office for which document to provide.

Did Not File Taxes and not required to file a 2021 income tax return with IRS

If the student was employed in 2021, but did not file, they must list below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is provided. Provide copies of all 2021 IRS W-2 forms issued to the student by their employers. List every employer even if the employer did not issue an IRS W-2 form. If no W2 was received, please contact our office on how to proceed.

- If you did not work or if you worked but did not file in 2021, please provide the ‘Student Verification of Non-Filing Acknowledgement’ form. Find this under forms or by contacting our office for a copy.

| Employer(s) Name | 2021 Amount Earned | IRS W-2 Provided? (Indicate Yes or No) |
|------------------|--------------------|---|
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4. Parent’s Income Information to be Verified (select only one box):

Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2021 or had a change in marital status after December 31, 2021.

Filed Taxes

The parent(s) has used the *IRS Data Retrieval Tool (DRT)* in *FAFSA on the Web* to transfer 2021 IRS income tax return information into the student’s FAFSA.

OR

The parent(s) is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with their 2021 IRS Tax Return Transcript(s) or a signed copy of their 2021 income tax return and applicable schedules. If you filed a foreign tax return with Puerto Rico, another U.S. Territory, or Freely Associated State, please attach a copy of that form or contact our office for which document to provide.

Did Not File Taxes and not required to file a 2021 income tax return with IRS

If parent(s) worked in 2021, but did not file, you must list below the names of all employers, the amount earned from each employer in 2021 and whether an IRS W-2 form is provided. Provide copies of all 2021 IRS W-2 forms issued to the student by their employers. 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. If no W2 was received, please contact our office on how to proceed.

- If parent(s) did not file in 2021, provide documentation from the IRS, or other relevant tax authority, dated on or after October 1, 2022, that indicates a 2021 IRS income tax return was not filed with the IRS or other relevant tax authority. (Verification of Non-filing Letter)

| Employer(s) Name | 2021 Amount Earned | IRS W-2 Provided? (Indicate Yes or No) |
|------------------|--------------------|---|
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5. Identity and Statement of Educational Purpose

Please complete the separate worksheet titled 'Identity and Statement of Educational Purpose'. This worksheet must be completed *either* in-person with the Chaminade Financial Aid Office **or** with a notary. If notarized, you must mail or drop-off the original notarized documentation.

Please mail notarized documents to:

Chaminade University of Honolulu
ATTN: Financial Aid Office
3140 Waialae Ave
Honolulu, HI 96816

**If you have difficulty accessing or cannot find this worksheet, please contact our office at 808-735-4780 or email finaid@chaminade.edu.*

6. Certification and Signatures

By signing this worksheet, each person certifies that all the information reported on this form is complete and correct.

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

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