



MILES COLLEGE

2023-2024 V5 VERIFICATION WORKSHEET

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected by the US Department of Education for verification of the information which you and your parent(s) or you and your spouse entered on your document when filed. Before Federal Title IV Student Financial Aid can be awarded you must complete the verification process providing the information being requested on the attached form and any supplemental data / information needed to complete the process as required by the US Department of Education's Regulations. The completed document is to be returned to Miles College by mail, PO Box 39800 Birmingham, AL 35208; email- finaid@miles.edu; or fax (205) 905-7996. Please arrange to return your information to the college immediately so that if corrections are required, ample time will exist to process your request for financial assistance. **Your completed verification worksheet and supporting documentation must reach the Miles College Financial Aid Office while you are currently enrolled and eligible to receive Title IV Federal Financial Assistance.** Make certain that you provide your correct Miles College Identification number on this document.

A. STUDENT'S INFORMATION (PLEASE PRINT LEGIBLY)

| | | | |
|--|------------|----------|--|
| Student's Last Name | First Name | M.I. | Student's Identification (ID) Number |
| Student's Mailing Address (include apt. no.) | | | Student's Date of Birth |
| City | State | Zip Code | () Student's Home Phone Number |
| Student's Email Address | | | () Student's Alternate or Cell Phone Number |

B. FAMILY INFORMATION (To be completed by both dependent and independent students)

B1. DEPENDENT STUDENT

If you are a dependent student:

List the people that your parent(s) will provide more than half the support for from July 1, 2023 through June 30, 2024. Include yourself, your parent(s) including a stepparent, your parent(s) dependent children (even if they do not live with the parent(s), or if they would be required to give parental information when applying for financial aid), and other people if they now live with the parent(s) and the parent(s) provide more than half the other person's support through 6-30-2024.

B2. INDEPENDENT STUDENT

If you are an independent student:

List the people in your household who you will provide more than half the support for from July 1, 2023 through June 30, 2024. Include yourself, your spouse (if married), your or your spouse's dependent children (even if they do not live with you, and other people if they now live with the parent(s) and the parent(s) provide more than half the other person's support through 6-30-2024.

Number in College: Include below information about 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 any time between July 1, 2023 through June 30, 2024, include the name of the college. If more space is needed, provide the information in the blank area of page 4 of this worksheet. **Do not include information about your parent's college enrollment.**

| List Student & Household Members Must give Full Name- First and Last | Age | Relationship to Student | College Name | Will be Enrolled at Least Half Time (Yes or No) |
|---|-----|----------------------------|--------------|--|
| | | <i>Student</i> | | |
| | | | | |
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C. 2021 TAX FILER INCOME INFORMATION

Important Note: The instructions below apply to the student and spouse, if the student is married and/or to each parent included in the household. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2021 or had a change in marital status after December 31, 2021 **Instructions:** Complete this section if the student and spouse and/or parent(s) filed or will file a 2021 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov.* In most cases, no further documentation is needed to verify 2021 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

C1. STUDENT TAX FILER'S INCOME- Check the box that applies. If not applicable, print NA here _____

- The student has used the IRS DRT in *FAFSA on the Web* to transfer **2021** IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer **2021** IRS income tax return information into the student's FAFSA once the **2021** IRS income tax return has been filed.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web* and instead will provide the school a **2021 IRS Tax Return Transcript(s) or a Signed copy of the 2021, Income Tax Return that was submitted to the IRS or other tax authority.**

NOTE: (INDEPENDENT STUDENTS) If the student and spouse filed separate 2021 IRS income tax returns, the IRS DRT cannot be used and the **2021 IRS Tax Return Transcripts** must be provided for each.

- 2021 IRS Tax Return Transcript(s) or Signed copy of the 2021 Income Tax Return(s)** is provided. –OR–
 2021 IRS Tax Return Transcript(s) or Signed copy of the 2021 Income Tax Return(s) will be provided later.

C2. PARENT TAX FILER'S INCOME- Check the box that applies. If not applicable, print NA here _____

- The parents have used the IRS DRT in *FAFSA on the Web* to transfer **2021** IRS income tax return information into the student's FAFSA.
- The parents have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2021 IRS income tax return information into the student's FAFSA once the 2021 IRS income tax return has been filed.
- The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web* and instead will provide the school a **2021 IRS Tax Return Transcript(s) or a Signed copy of the 2021 Income Tax Return that was submitted to the IRS or other tax authority.**

NOTE: If the parents named on the FAFSA filed separate 2021 IRS income tax returns, the IRS DRT cannot be used and the **2021 IRS Tax Return Transcripts** must be provided for each.

- 2021 IRS Tax Return Transcript(s) or Signed copy of the 2021 Income Tax Return(s)** is provided. –OR–
 2021 IRS Tax Return Transcript(s) or Signed copy of the 2021 Income Tax Return(s) will be provided later.

TAX TRANSCRIPT INFORMATION: Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the request. A **2021 IRS Tax Return Transcript** may be obtained through the following: Get Transcript by Mail or Get Transcript Online – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." or Click "Get Transcript Online." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication. Automated Telephone Request – 1-800-908-9946. Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T.

D. 2021 NON TAX FILER INCOME INFORMATION

Important Note: Complete this section if the student, spouse, and/or parent(s) will not file and are not required to file a 2021 income tax return with the IRS. Provide copies of all 2021 IRS W-2 forms issued to the student, spouse, and/or parent(s) by their employers. List every employer even if an IRS W-2 form was not issued. We may require you to 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.

D1. STUDENT NON TAX FILER'S INCOME- Check the box that applies. If not applicable, print NA here _____

- The student was not employed and had no income earned from work in 2021.
- The student 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 provided.
 - Non-Filer Status Confirmation for the 2021 tax period is provided.
 - Non-Filer Status Confirmation for the 2021 tax period will be provided later.

| Employer's Name | 2021 Amount Earned | IRS W-2 or Equivalent Document Provided? |
|--|--------------------|--|
| <i>ABC's Auto Body Shop (example)</i> | <i>\$2,000.00</i> | <i>Yes</i> |
| | | |
| | | |
| Total Amount of Income Earned from Work in 2021 | \$ | |

D2. PARENT NON TAX FILER'S INCOME- Check the box that applies. If not applicable, print NA here _____

- Neither parent was employed, and neither had any income earned from work in 2021.
- One or both parents were employed in 2021 and have listed below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is provided.
 - Non-Filer Status Confirmation for the 2021 tax period is provided.
 - Non-Filer Status Confirmation for the 2021 tax period will be provided later.

| Employer's Name | 2021 Amount Earned | IRS W-2 or Equivalent Document Provided? |
|--|--------------------|--|
| <i>ABC's Auto Body Shop (example)</i> | <i>\$2,000.00</i> | <i>Yes</i> |
| | | |
| | | |
| Total Amount of Income Earned from Work in 2021 | \$ | |

D3. SPOUSE NON TAX FILER'S INCOME- Check the box that applies. If not applicable, print NA here _____ (INDEPENDENT STUDENTS ONLY)

- The spouse was not employed and had no income earned from work in 2021.
- The spouse 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 provided.
 - Non-Filer Status Confirmation for the 2021 tax period is provided.
 - Non-Filer Status Confirmation for the 2021 tax period will be provided later.

| Employer's Name | 2021 Amount Earned | IRS W-2 or Equivalent Document Provided? |
|--|--------------------|--|
| <i>ABC's Auto Body Shop (example)</i> | <i>\$2,000.00</i> | <i>Yes</i> |
| | | |
| | | |
| Total Amount of Income Earned from Work in 2021 | \$ | |

Student's Name _____ SSN Last 4 digits _____

E. CERTIFICATIONS AND SIGNATURES

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date. **WARNING: If you purposely give false or misleading information, you may be fined, be sentenced to jail, or both.**

Print Student's Name

MC ID Number

Student's Signature

Date

Parent's Signature

Date

Important Note: If you can complete Section F at Miles College in the Office of Financial Aid, you do not have to complete Section G.

**F. IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE
(To Be Signed at the Institution)**

The student must appear in person at Miles College, Office of Financial Aid, Brown Hall 1st Floor to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below:

Statement of Educational Purpose

I certify that I _____ am the individual signing this
(Print Student's Name)

Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Miles College for 2023-2024.

Student's Signature

Date

Student's MC ID Number

Student's Name _____ SSN Last 4 digits _____

Important Note: You are required to complete Section G in the Presence of a Notary only if you cannot complete Section F at Miles College in the Office of Financial Aid

**G. IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE
(To Be Signed in the Presence of a Notary)**

If the student is unable to appear in person at Miles College Office of Financial Aid Brown Hall 1st Floor to verify his or her identity, the student must provide:

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and
- (b) The original Statement of Educational Purpose, which is provided below, must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

Statement of Educational Purpose

I certify that I _____ am the individual signing this
(Print Student's Name)

Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Miles College for 2023-2024.

Student's Signature

Date

Student's MC ID Number

Notary's Certificate of Acknowledgement
Notary's certification may vary by State

State of _____

City/County of _____

On _____, before me, _____,

(Date)

(Notary's name)

personally appeared, _____, and proved to me

(Printed name of signer)

on basis of satisfactory evidence of identification _____

(Type of unexpired government-issued photo ID provided)

to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal

(seal)

(Notary signature)

My commission expires on _____ (Date)