

Shepherd University 2023-2024 Verification: V1 Standard

Your 2023 – 2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. To verify you have provided correct information, we will compare your FAFSA with the information on this institutional verification document and any other required documents. If there are differences, your FAFSA information may need to be corrected and/or we may ask for additional information. If you have questions, contact the Office of Financial Aid as soon as possible so your financial aid will not be delayed. **Your financial aid cannot be packaged until verification is complete.**

Student's M.I.

Student's Date of Birth

Step 1: Household Size

Select your financial aid student classification (independent/dependent) based upon what was required on the FAFSA.

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If you **were** required to include parent information on the FAFSA, you must include:

- Yourself (student)
- Your parent(s), including stepparent
- Your parents' other children, even if they don't live with your parent(s), if (a) your parents will provide *more than half of their support* from July 1, 2023 through June 30, 2024, or (b) the children would be required to provide parental information when applying for Federal Student Aid
- Other people if they now live with your parents, and your parents provide *more than half of their support*, and *will continue to provide more than half of their support* from July 1, 2023 through June 30, 2024

If you **were not** required to include parent information on the FAFSA, you must include:

- Yourself (student)
- Your spouse, if you are married
- Your or your spouse's children if you or your spouse will provide *more than half of their support* from July 1, 2023 through June 30, 2024, even if the children do not live with you
- Other people if they now live with you, and you or your spouse provide *more than half of their support and will continue to provide more than half of their support* from July 1, 2023 through June 30, 2024

List everyone in your household using the table below:

[illegible]

Step 2: Student (and Spouse) Tax and Income Information

Check only one of the boxes below then submit the corresponding documents requested.	Must submit the following documents
<input type="checkbox"/> I have or will file a 2021 Federal Income Tax Return and will submit the information by using the: <input type="checkbox"/> FAFSA IRS Data Retrieval Tool <input type="checkbox"/> 2021 Tax Return Transcript <input type="checkbox"/> 2021 Signed 1040 Tax Return	Once tax returns are filed, update your FAFSA by using the IRS Data Retrieval Tool if eligible, OR send us your 2021 Tax Return Transcript . You may order an IRS Tax Return Transcript at www.irs.gov/Individuals/Get-Transcript or by calling 1-800-829-1040. A HAND-SIGNED copy of your tax return or 1040 is acceptable.
<input type="checkbox"/> I worked in 2021 but am not required to file a 2021 Federal Income Tax Return.	- 2021 W-2 Form(s) or other earnings statements from your employer(s). This includes any W-2s received from Work Study. - Letter of Non-filing Status from IRS for Independent Students. Can be obtained from the IRS using Form 4506-T and checking Box 7.
<input type="checkbox"/> I did not work in 2021 and am not required to file a 2021 Federal Income Tax Return.	- Letter of Non-filing Status from IRS for Independent Students. Can be obtained from the IRS using Form 4506-T and checking Box 7.

Step 3: Parent(s) Tax and Income Information - Complete if parent information was required on FAFSA

Check only one of the boxes below then submit the corresponding documents requested.	Must submit the following documents
<input type="checkbox"/> I have or will file a 2021 Federal Income Tax Return and will submit the information by using the: <input type="checkbox"/> FAFSA IRS Data Retrieval Tool <input type="checkbox"/> 2021 Tax Return Transcript <input type="checkbox"/> 2021 Signed 1040 Tax Return	Once tax returns are filed, update your FAFSA by using the IRS Data Retrieval Tool if eligible, OR send us your 2021 Tax Return Transcript . You may order an IRS Tax Return Transcript at www.irs.gov/Individuals/Get-Transcript or by calling 1-800-829-1040. A HAND-SIGNED copy of your tax return or 1040 is acceptable.
<input type="checkbox"/> I worked in 2021 but am not required to file a 2021 Federal Income Tax Return.	- 2021 W-2 Form(s) or other earnings statements from your employer(s). This includes any W-2s received from Work Study. - Letter of Non-filing Status from IRS. Can be obtained from the IRS using Form 4506-T and checking Box 7.
<input type="checkbox"/> I did not work in 2021 and am not required to file a 2021 Federal Income Tax Return.	- Letter of Non-filing Status from IRS. Can be obtained from the IRS using Form 4506-T and checking Box 7.

Step 4: Certification and Required Signatures

Each person signing below certifies that all of the information reported is complete and correct. **(Must be physically signed with a pen. Electronic signatures are NOT acceptable.)**

Student Signature	Printed Student Name	Date
Parent Signature (if dependent)	Printed Parent Name	Date

Step 5: Submit Completed Form and Required Documents – Mail, Email, or Fax

Shepherd University Office of Financial Aid – P.O. Box 5000, Shepherdstown, WV 25443-5000
Phone: (304) 876-5470 Fax: (304) 876-5238
Email: faoweb@shepherd.edu

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