



ST. LAWRENCE UNIVERSITY

2021-2022 Financial Aid Independent Verification Worksheet (V1)

Complete all sections (A-F). If a section does not apply, enter "NA" - **do not leave any section blank.**

A. Student Information

_____	_____	_____	_____
Last Name	First Name	M.I.	SLU ID#
_____			_____
Address			Home Phone (include area code)
_____	_____	_____	_____
City	State	ZIP Code	Cell Phone (include area code)

B. Household Information

Number of Household Members: List below the people in the student's household. Include:

- The student and the student's spouse, if the student is married.
- The student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2021 through June 30, 2022, even if a child does not live with the student.
- Other people if they now live with the student and the student or spouse provides 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, 2022.

Number in College: Include in the space 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, 2021 and June 30, 2022, and include the name of the college.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Full Name	Age	Relationship	College
		Self	St. Lawrence University

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

C. Student and Spouse Tax Filers

Instructions: Check the appropriate box below that describes your 2019 tax filing status.

- The student and spouse (if married) did not file a 2019 tax return (Proceed to Section D).
- The student and spouse (if married) has used the IRS DRT in *FAFSA on the Web* to transfer 2019 IRS income tax return information into the student's FAFSA. Submit a copy of all 2019 W-2 forms.
- The student and spouse (if married) has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2019 IRS income tax return information into the student's FAFSA. Submit a copy of all 2019 W-2 forms.
- The student and spouse (if married) is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead, will provide the institution with a **2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules as well as all 2019 W-2 forms.**

A **2019 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by Mail – Go to www.irs.gov; click “Get Your Tax Record”. Click “Get Transcript by MAIL”. 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 online request.
- Get Transcript Online – Go to www.irs.gov; click “Get Your Tax Record”. Click “Get Transcript Online”. Make sure to request the “Return Transcript” and **NOT** the “Account Transcript”. 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. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

If the student and spouse filed separate 2019 IRS income tax returns, the IRS DRT cannot be used and the **2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules** must be provided for each.

D. Student and Spouse Nontax Filers

Instructions: Complete this section if the student and spouse, if married, will not file and is not required to file a 2019 income tax return with the IRS.

- The student and spouse (if married) was not employed and had no income earned from work in 2019.
 - Submit a "Verification of Non-filing Letter" from the IRS (see instructions below) for both the student and spouse (if married)

- The student and spouse (if married) was employed in 2019 and has listed below the names of all employers, the amount earned from each employer in 2019, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2019 IRS W-2 forms issued by the employers]. List every employer even if the employer did not issue an IRS W-2 form.
 - Submit a "Verification of Non-filing Letter" from the IRS (see instructions below) for both the student and spouse (if married)

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer	Annual Amount Earned in 2019	W-2 Received?
<i>(Example) ABC's Auto Body Shop</i>	<i>\$4,500.00</i>	<i>Yes</i>
Total Amount of Income Earned From Work	\$	

How to obtain a "Verification of Non-filing Letter" from the IRS.

- Go to www.irs.gov; click "Get Your Tax Record". Click "Get Transcript Online" and request "Verification of Non-filing Letter". 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.
- OR submit paper request Form 4506-T to the IRS. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

