



# CHICAGO STATE UNIVERSITY

Office of Student Financial Aid\*Cook Admin. 207\*Chicago, IL 60628\*(P) 773-995-2304\*(F) 773-995-3574\*csu-finaid@csu.edu

## 2023-2024 INDEPENDENT VERIFICATION WORKSHEET-V1

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called Verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information CSU will compare your FAFSA with the information on this worksheet and with any other required documents. 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 all to the Office of Student Financial Aid at CSU.

### STUDENT INFORMATION

Please complete this verification form and provide copies of all requested paperwork within **10 days** of receipt to Office of Student Financial Aid at Chicago State University.

Student Name: \_\_\_\_\_ CSU ID # \_\_\_\_\_  
(Please Print) Last First

Permanent Home Address:

\_\_\_\_\_ City State Zip Code

Home Phone #: \_\_\_\_\_ Cell # \_\_\_\_\_

### FAMILY INFORMATION

Please list all members of your household. Remember to include:

- Yourself
- Your spouse if you are married (even if you were not married in 2021)
- Your children, if you provide more than half of their support from July 1, 2023 through June 30, 2024. Do not include children that you are paying child support for or foster children.
- Other people, if they now live with you and they receive more than half of their support from you and will continue to do so from July 1, 2023 to June 30, 2024.

Support is defined as providing food, housing, medical/dental care or health insurance, money or other financial resources. If you need more space, attach a separate sheet.

FULL NAME BEGIN WITH YOURSELF	AGE	RELATIONSHIP TO THE STUDENT	NAME OF COLLEGE <small>For any family member who will be working toward a degree at least half-time during the 2023-2024 academic year. Do not list high schools or names of colleges that your parent(s) are attending.</small>
		<b>SELF</b>	<b>Chicago State University</b>



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## STUDENT 2021 INCOME

Please choose a scenario:

- I (and/or spouse, if applicable) utilized the IRS Data Retrieval Tool
- I (and/or spouse, if applicable) requested a 2021 Tax Return Transcript from the IRS
- I am married, but my spouse and I filed separate 2021 federal tax returns
  - Submit **two separate 2021 IRS Tax Return Transcripts** (one for you and one for your spouse listed on your FAFSA). Please be sure to include the student's name and CSU student ID on the top right corner of each supporting piece of documentation.
- I (and/or spouse, if applicable) was not employed and had no income earned from work in 2021
  - **Must submit non-filers statement(s) from the IRS**
- I (and/or spouse, if applicable) was employed during 2021, but not required to file taxes.
  - **Must submit non-filers statement(s) from the IRS**
  - **Must submit W-2 forms for each employer**
  - **List below the names of all employers and the amount earned from each employer**

**PLEASE NOTE:** Chart is for non-tax filers with W-2's. If taxes filed, please leave the chart blank)

EMPLOYER NAME	STUDENT AMOUNT	SPOUSE AMOUNT
	\$	\$
	\$	\$
	\$	\$

## CERTIFICATION AND SIGNATURES

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student must sign and date this worksheet. If married, the spouse's signature is optional.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature

\_\_\_\_\_  
Date

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



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## ADDITIONAL INFORMATION. PLEASE READ AND KEEP FOR YOUR RECORDS

### **Signatures: The signature must be hand-written. We cannot accept electronic signatures on this form.**

By signing this application, you hereby affirm that all information reported on this form and any attachment hereto is true, complete, and accurate to the best of your knowledge. If asked by an authorized official, you agree to provide additional proof of information provided on this form. You understand that the Student Financial Aid Office at Chicago State University will correct the FAFSA application, as necessary, based on the information submitted. You agree that you understand that if you received federal student aid based on incorrect information, you will need to repay it. You may also be required to pay fines and fees. By signing, you certify that you (1) will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education, (2) are not in default on a federal student loan or have made satisfactory arrangements to repay it, (3) do not owe money back on a federal student grant or have made satisfactory arrangements to repay it, (4) will notify your college if you default on a federal student loan and (5) will not receive a Federal Pell Grant from more than one college for the same period of time.

### **Federal Income Tax Return or IRS Tax Return Transcript**

An IRS Federal Income Tax Return Transcript can be obtained online or by mail, free of charge, by visiting [www.irs.gov](http://www.irs.gov) (click on "Get My Tax Record") or by calling **1-800-908-9946**. Be sure to request a "**Return Transcript**" and **not** an "**Account Transcript**." Federal financial aid policies do not allow us to accept a copy of your state tax return.

- If you filed a 2021 Federal Income Tax Return and you did not originally use the IRS Data Retrieval Tool when you filed the FAFSA, you may submit a correction at [fafsa.gov](http://fafsa.gov) and use the tool instead of submitting an IRS Federal Tax Return or Transcript. Some tax filers may not be able to use the IRS Data Retrieval Tool. If that applies to you, submit the IRS Tax Return or Transcript.
- If you filed an amended tax return for 2021, you must provide a copy of your tax transcript (which will include only information from the original tax return) and a signed copy of the 2021 IRS form 1040X that was filed with the IRS.
- If you or your spouse has a 2021 tax extension beyond the automatic six-month extension, you must submit IRS form 4868 for tax year 2021, a copy of the IRS's approval of an extension beyond six months, and a copy of all 2021 W-2's. Additionally, you must submit an IRS Non-Filing Letter dated after October 1, 2022.
- If you were a victim of IRS tax-related identity theft and cannot obtain an IRS Tax Return Transcript, you can instead provide a Tax Return Database View (TRDBV) Transcript and a statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft. You must contact the IRS at 1-800-904-4490 to request a TRDBV Transcript.
- If you filed a foreign 2021 tax return or a tax return with Guam, the Northern Mariana Islands, Puerto Rico, or the U.S. Virgin Islands, please contact the Office of Student Financial Aid for further instructions.

### **IRS Non-Filing Letter**

If you did not file a 2021 federal income tax return and were not required to file, an IRS Non-Filing Letter can be obtained online or by mail, free of charge, by visiting [www.irs.gov](http://www.irs.gov) (click on "Get My Tax Record") or by calling **1-800-908-9946**. To obtain an IRS non-filing letter, individuals must complete the process for requesting a tax transcript as listed above. The IRS will provide a non-filing letter only if a return was not filed.

## **WHAT HAPPENS NEXT**

1. A financial aid professional will compare information on this worksheet and supporting documentation with the information submitted on the 2023-2024 FAFSA. Allow up to 10 business days for this review.
2. If additional documentation is necessary, CSU will notify the student via Cougar Connect or email.
3. CSU will submit any necessary FAFSA corrections necessary to the federal processor. The student will receive an updated electronic Student Aid Report.
4. If the student's financial aid eligibility changes for 2023-2024 as a result of the FAFSA corrections, financial aid awards will be adjusted, and the student will be notified via the student's Cougar Connect. A notification will also be sent to the student's CSU email account.