LONGWOOD
U N I V E R S I T Y

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for a federal review process called verification. Before finalizing your award or disbursing financial aid, we must ask you to confirm the information you reported on your FAFSA. You and at least one parent must complete and sign this worksheet and submit it along with any other required documents to our office.

For more information about verification visit our web page, www.go.longwood.edu/verification.

A. STUDENT INFORMATION

Full Name: _____ Phone Number: _____

Longwood ID Number: _____ Email: _____

B. HOUSEHOLD INFORMATION

Please **complete all columns** of the table below for the people living in your household, including:

- Yourself (the student).
- Your parent(s), including stepparents, even if you do not live with them. If your parents are separated and you spend equal time with both of them, list the parent who provides more than half of your support.
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2023, through June 30, 2024 OR if the other children would be required to provide parental information if they were completing a FAFSA for 2023-2024. Include children who meet either of these standards, even if a child does not live with the parent(s).
- Other people if they now live with your parent(s), your parent(s) provide more than half of the other person's support, and will continue to provide more than half of their support between July 1, 2023 and June 30, 2024.
- If the family member (excluding parents/stepparents) will be enrolled at least half-time in a degree-seeking program, please list the college or university they will attend.

Full Name (including student)	Age	Relationship to Student	Enrolled at least ½ time toward a degree? If yes, list college name	
		Student	Yes No	Longwood University
		Parent	Not Eligible	
		Parent Stepparent	Not Eligible	
		Sibling	Yes No	
		Sibling	Yes No	
		Sibling	Yes No	
		Other:	Yes No	
		Other:	Yes No	

Name: _____ Longwood ID Number: _____

C. STUDENT INCOME INFORMATION

Check **one** of the following options:

☐ NO income was earned in the 2021 tax year, and therefore no taxes were filed.
☐ Income was earned in 2021, but tax filing was not required. A copy of all 2021 W-2s will be submitted with this form, and the table below has been completed:

Place of Employment	Wages Earned (listed in Box 1 of W-2)

☐ The IRS Data Retrieval Tool was used to transfer 2021 IRS income information to the FAFSA.
☐ A copy of the 2021 Tax Transcript **or** signed 2021 Tax Return (1040 and Schedules 1, 2, & 3 if filed) will be submitted with this form.

D. PARENT INCOME INFORMATION

Check **one** of the following options:

☐ The IRS Data Retrieval Tool was used to transfer 2021 IRS income information to the FAFSA.
☐ A copy of the 2021 Tax Transcript **or** signed 2021 Tax Return (1040 and Schedules 1, 2, & 3 if filed) will be submitted with this form.
☐ NO income was earned in the 2021 tax year, and therefore no taxes were filed. A 2021 Verification of Non-Filing will be submitted with this form (*see final page for more information*)
☐ Income was earned in 2021, but tax filing was not required. The table below has been completed, and all of the following will be submitted with this form: 1. A copy of all parent 2021 W-2s 2. A copy of the parent(s) 2021 Verification of Non-Filing (*see final page for more information*)

Place of Employment	Wages Earned (list in Box 1 of W-2)

E. CERTIFICATION AND SIGNATURES

Warning: If you purposely give false or misleading information, you may be fined, sent to prison, or both. Each person signing this worksheet certifies that all of the information reported on it is complete and correct. ***The student and parent must sign and date.***

_____   _____
Student Signature   Date

_____   _____
Parent Signature   Date

For the security of your personal data, please submit your completed form and all other requested documents using our secure upload, found here: go.longwood.edu/uploadfa

Options to Submit Tax Information

IRS Data Retrieval Tool

The most efficient and time-saving way to verify income is by using the IRS DATA Retrieval Tool (IRS DRT) that is part of the FAFSA on the Web at FAFSA.gov.

1. Log in to your FAFSA and select Make FAFSA Corrections, then select the 2023-2024 FAFSA.
2. Under the Financial Information tab you will see a question asking if you completed your tax return for 2021. Select Already Completed and the Link to IRS option will appear, if eligible.
3. Select Link to IRS and follow prompts to enter the IRS website.
4. Once on the IRS site enter all information requested and select Submit.
5. Please be sure to check Transfer My Tax Information into the FAFSA Form followed by Transfer Now.
6. Once transferred successfully you should see a message that reads Transferred from the IRS.

Requesting the Tax Return Transcript *or* Verification of Non-Filing

Online Request – www.irs.gov. Click Get Your Tax Record followed by Get Transcript Online. This process will either produce a Tax Return Transcript if you filed, or a Verification of Non-Filing if you did not file. For Tax Return Transcripts, make sure to request the Tax Return Transcript and **NOT** the Tax Account Transcript. Upon successful completion of the IRS's two-step authentication online the transcript will appear. If at any point you cannot validate your identity you will need to use the Get Transcript by Mail option (select "Tax Return Transcript" option even if requesting Verification of Non-Filing), which will arrive within 10 business days.

Telephone Request (If using for Verification of Non-Filing, still select "Tax Return Transcript" option) – Available from the IRS by calling 1-800-908-9946. Select option 2 to request an IRS Tax Return Transcript and then enter the year you are requesting (2021). You should receive the transcript within 10 business days from the IRS's receipt of the telephone request.

Paper Request – Complete IRS form 4506-T at https://www.irs.gov/pub/irs-pdf/f4506t.pdf. Please make sure to complete all sections requested, including box 7 if requesting Verification of Non-filing. Then enter the date 12/31/2021 in section 9, check the signature check box, and sign the form. Mail or fax the form to the address or fax number provided on page 2 of the 4506-T Form. You will generally receive the transcript or Verification of Non-filing within 10 business days from the IRS's receipt of the paper request.

Tax Return

Submit a copy of your signed 2021 Tax Return (1040 and all Schedules filed). Our office reserves the right to request any additional documentation we find necessary to complete your federal verification.

For the security of your personal data, please submit your completed form and all other requested documents using our secure upload, found here: go.longwood.edu/uploadfa