

Your 2022–2023 Free Application for Federal Student Aid (FAFSA) was selected for review in a process, allowed by law, called verification. Your financial aid administrator will compare information on this worksheet and any supporting documents with the information you submitted on your FAFSA application. Any differences must be corrected on your FAFSA. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit documents to the financial aid office. If you have questions about verification, contact our office. **Please read all instructions on this form carefully, errors may delay its processing.**

**A. Student Information**

LAST NAME	FIRST NAME	MI	SOCIAL SECURITY NUMBER
ADDRESS			DATE OF BIRTH
CITY	STATE	ZIP CODE	PHONE NUMBER

**B. Family Information**

List below the people in your **parents' household**. Include:

- **Yourself and your parents.** If your parents are divorced or separated, list the parent who you live with the majority of the year or who supports you the most. If that parent has remarried, also include that stepparent. If your parents were never married but live together, then you must provide information for both parents.
- **Your siblings, or parents' other children,** if your parents will provide more than half of their support from July 1, 2022, through June 30, 2023 (even if they do not live with your parents).
- **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 through June 30, 2023.
- **Include the name of the college** for any household member, **excluding parents**, who will be enrolled at least half-time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2022 and June 30, 2023.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time?	Parents Provide More Than Half of Their Support?
		Self	Chapman University	Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Obtaining Verified Tax Information

For academic year 2022-2023, your 2020 taxes must be verified. The preferred method to verify income is by using the **IRS Data Retrieval Tool (DRT)** on your FAFSA at **studentaid.gov**. Most students and parents will be eligible to use the DRT. If not, here are additional options:

### **A 2020 Tax Return Transcript may be obtained through:**

- Online Request – Go to [www.irs.gov/transcript](http://www.irs.gov/transcript). Click “Get Transcript Online” or “Get Transcript by Mail”.
- Telephone Request – 1-800-908-9946.
- Paper Request – IRS Form 4506-T. Check box #6a. Form must be sent to the IRS directly.

### **Verification of Non-Filing may be obtained through:**

- Online Request – Go to [www.irs.gov/transcript](http://www.irs.gov/transcript). Click “Get Transcript Online”.
- Paper Request – IRS Form 4506-T. Check box #7. Form must be sent to the IRS directly.

**Amended Tax Returns:** If you or your parents filed an amended 2020 tax return, submit a signed copy of the 1040X form in addition to the 2020 tax return transcript.

**Foreign Tax Returns:** Submit a signed copy of the 2020 income tax return that was filed with the relevant tax authority. Include English and US Dollar translation.

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## **C. STUDENT Income Information – check the box that applies:**

<input type="checkbox"/>	I have uploaded 2020 tax information via the IRS Data Retrieval Tool on the FAFSA.
<input type="checkbox"/>	I have attached the 2020 IRS Tax Return Transcript.
<input type="checkbox"/>	I earned wages in 2020 but was not required to file taxes. I have indicated how much I earned in the section below and attached my W-2s.
<input type="checkbox"/>	I did not earn wages in 2020 and was not required to file taxes. I have indicated zero earnings in the section below.

**Student wages earned from work (only complete if student DID NOT file taxes).**

Employer's Name	Amount Earned
	\$
	\$

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## **D. PARENT Income Information – check the box that applies:**

<input type="checkbox"/>	I have uploaded 2020 tax information via the IRS Data Retrieval Tool on the FAFSA.
<input type="checkbox"/>	I have attached the 2020 IRS Tax Return Transcript.
<input type="checkbox"/>	I earned wages in 2020 but was not required to file taxes. I have indicated how much I earned in the section below, attached my W-2s, and attached a “Verification of Non-Filing” letter from the IRS.
<input type="checkbox"/>	I did not earn wages in 2020 and was not required to file taxes. I have indicated zero earnings in the section below and attached a “Verification of Non-Filing” letter from the IRS.

**Parent wages earned from work (only complete if parent DID NOT file taxes).**

Employer's Name	Amount Earned
	\$
	\$

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## **E. Sign this Worksheet**

Each person signing this worksheet certifies that all information reported on it is complete and correct. The student and one parent must sign and date.

**WARNING:** Providing false or misleading information on this form or its accompanying documentation may result in a loss of eligibility, repayment of aid, a referral to the university's conduct board and/or the federal Office of the Inspector General.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
STUDENT ID NUMBER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
DATE