



2023-2024 Independent Student Verification Worksheet

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Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal Title IV law states that before awarding Federal Student Aid, we may ask you to confirm the information reported on your FAFSA. To verify that you provided correct information, the financial aid administrator at the law school will compare your FAFSA Report received from the U.S. Department of Education with the information on this worksheet, the student and/or your spouse's 2021 Federal Tax Return data that was imported into your FAFSA or may ask for you to provide a 2021 Federal Tax Return Transcript, and any other required documents. If there are discrepancies, your FAFSA information may need to be corrected by the law school. **You must complete and sign this verification worksheet, attach all required documents, and submit directly to the financial aid administrator at the law school.** *If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.*

SECTION A: INDEPENDENT STUDENT INFORMATION

Student Name (Print): _____ AJMLS ID #: _____
 Spouse Name (Print): _____ Last 4 Digits of SSN: _____
 Address: _____ City: _____ State: _____
 Zip Code: _____ Phone #: _____ Law School E-mail: _____
 Student Enrolled: Full-Time Part-Time

SECTION B: INDEPENDENT STUDENT'S FAMILY INFORMATION

List the people in your household below. Include:

- Yourself.**
- Your spouse**, if you are married.
- Your children**, if any, if you will provide more than half of their support from July 1, 2023, through June 30, 2024, or if the child would be required to provide your information if they were completing a FAFSA for 2023-2024. Include children who meet either of these standards, even if they do not live with you.
- Other individuals if they now live with you and you provide more than half of their support and will continue to provide more than half of their support between July 1, 2023 & June 30, 2024.

Include the name of the college for any household member 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, 2023, and June 30, 2024. *If more space is needed, attach a separate page with your name and AJMLS Student ID number at the top.*

Full Name	Age	Relationship to Student	College/University	Will be Enrolled at Least Half Time
		<i>Student</i>	<i>AJMLS</i>	<input type="checkbox"/> Yes

SECTION C: INDEPENDENT STUDENT'S INCOME INFORMATION

WAGES & TAX FORM

Student Spouse

UNEMPLOYED all of 2021 and had ZERO earned income.

Student Spouse

EMPLOYED in 2021, but **will not file** and are **NOT required to file** a U.S. Internal Revenue Service tax return.

Copies of ALL 2021 W-2s attached

IRS Verification of Non-filing letter attached. Please visit www.irs.gov/pub/irs-pdf/f4506t.pdf, or call 1-800-908-9946 to obtain Form 4506-T to submit your request for the Non-filing letter.

List employer(s) for which w-2s are attached, and reported amount earned:

Employer: _____ 2021 Income: \$ _____

Employer: _____ 2021 Income: \$ _____

Employer: _____ 2021 Income: \$ _____

Student Spouse

IRS Data Retrieval Tool used to submit information on 2023-2024 FAFSA.

Student Spouse

Filed a 2021 Federal Income tax return.

Student has used the **IRS Data Retrieval Tool (DRT)** in FAFSA on the Web to transfer 2021 IRS income tax information into the student's FAFSA.

Student has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2021 IRS income tax return information into the student's FAFSA once the 2021 IRS income tax return has been filed.

The student is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a signed (wet signature) 2021 **IRS Tax Return Transcript**, a signed (wet signature required) copy of the tax return and any applicable schedules.

Please visit www.irs.gov/Individuals/Get-Transcript, or call 1-800-908-9946 to request an IRS Tax Return Transcript. A return transcript may only be requested directly from the IRS, and may be processed in as little as 7 business days up to 30 calendar days.

A COPY OF IRS FORM 1040, 1040a, OR 1040EZ IS ACCEPTABLE but must be signed. Account transcripts & a record of account are not acceptable.

IMPORTANT INFORMATION - IRS Data Retrieval Tool

If you opted NOT to use the IRS Data Retrieval Tool when you initially completed your 2023-2024 FAFSA online, you may login and amend your FAFSA and use the IRS Data Retrieval Tool option. There are certain conditions in which you may not use the IRS Data Retrieval Tool and **will be required to submit a tax transcript:**

- You are married and the 2021 federal tax return filing status is "Married Filing Separately" or "Head of Household"
- An amended 2021 federal tax return was filed (IRS form 1040X)
- A Puerto Rican or foreign tax return was filed
- A tax return was filed electronically within the last 2 weeks, or by mail within the last 8 weeks
- You make changes to your income information on your FAFSA *after* using the IRS Data Retrieval Tool.

In the chart below, list any additional income you or your spouse may have received in 2021. *Please list annual amounts received – DO NOT LIST MONTHLY AMOUNTS. If an amount is zero (0), enter (0). DO NOT LEAVE ANY SPACES BLANK.*

2021 Additional Income	Student	Spouse
2021 Earnings from employment	\$ _____	\$ _____
2021 Unemployment Compensation	\$ _____	\$ _____
Alimony	\$ _____	\$ _____
Child Support Received	\$ _____	\$ _____
Social Security Benefits (such as SSI, SSDI, etc.) <i>Specify Source:</i> _____	\$ _____	\$ _____
Veteran's non-education benefits <i>Specify Source:</i> _____	\$ _____	\$ _____
Other untaxed income or benefits <i>Specify Source:</i> _____	\$ _____	\$ _____
Cash Gifts and/or bills paid on your behalf	\$ _____	\$ _____

If unemployed, please provide a brief explanation as to how you, and your spouse(if applicable), were able to meet your living expenses in 2021:

SECTION D: INDEPENDENT STUDENT'S ADDITIONAL INFORMATION TO BE VERIFIED

Complete this section if:

- Student, or someone in the student's household listed in Section B, received benefits from the Supplemental Nutrition Assistance Program or SNAP** (formerly known as food stamps) any time during the 2021 or 2022 calendar years. If asked by the law school, I will provide documentation of the receipt of SNAP benefits during 2021 and/or 2022.
- Student or student's spouse listed in Section B, paid child support in 2021.** Indicated on the next page the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2021 for each child. If asked by the law school, I will provide documentation of the payment of child support. *If you need more space, attach a separate page that includes your name and Social Security Number at the top.*

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Amount of Child Support Paid in 2021
<i>John Doe(example)</i>	<i>Jane Smith</i>	<i>Jason Smith Doe</i>	<i>\$12,000.00</i>

SECTION E: CERTIFICATION STATEMENT AND SIGNATURES

_____ **By my signature below, I certify that all of the information included in this form and**
Initial **any documentation provided in support of the statements I have provided herein to**
the Office of Financial Aid is accurate and correct.

_____ **I acknowledge that if I purposely provide false or misleading information in this**
Initial **form or any documentation provided in support of the statements I have provided**
herein, I may be fined \$20,000, sent to prison, or both.

Student Signature: _____ **Date:** _____

Spouse Signature: _____ **Date:** _____
(Required only if spouse was unemployed or did not file 2021 Tax Returns)

***Do not mail this worksheet to the U.S. Department of Education.
Submit this worksheet directly to the financial aid administrator at the law school.***

You should make a copy of this worksheet for your records.

FOR USE BY OFFICE OF FINANCIAL AID ONLY

Date Verification Statement Received: _____

Copies of W-2s Received: Yes No

2021 IRS Tax Transcript Received: Yes No

2021 1040, 1040A or 1040EZ Received: Yes No

IRS Non-Filer letter received: Yes No

Supporting Documentation Sufficient: Yes No

IRS DRT Flag reported by student on FAFSA

- _____ blank IRS Data Retrieval Tool not available in the application method utilized by the student (i.e., paper FAFSA, EDE, or FAA Access)
- _____ 00 Student was ineligible to use the IRS Data Retrieval Tool and was therefore not presented with the option to use it in FAFSA on the Web
- _____ 01 Student was presented with the option to use the IRS Data Retrieval Tool in FAFSA on the Web and elected to use it, but did not transfer IRS data into the FAFSA
- _____ 02 IRS data for the student was transferred from the IRS and was not changed by the user prior to submission of an application or correction
- _____ 03 IRS data for the student was transferred from the IRS and changed by the user prior to submission of an application or correction
- _____ 04 IRS data for the student was transferred from the IRS and then changed by the user on a subsequent transaction
- _____ 05 Student was presented with the option to use the IRS Data Retrieval Tool in FAFSA on the Web, but did not elect to use it
- _____ 06 IRS data for the student was transferred from the IRS, but a subsequent change made the student ineligible to use the IRS Data Retrieval Tool
- _____ 07 IRS data for the student was transferred from the IRS, but the IRS indicated that the student filed an amended tax return

Financial Aid Officer Signature: _____

Financial Aid Officer Title: _____

Date Verification Completed: _____

- Verification Status Code: **V=Verified the Student...** includes students selected by CPS & those the school chose to verify based on its own criteria
- W=Without Documentation-** (selected for VERIF by CPS or by the school, but verified without documentation)
- S= Satisfied** (selected by CPS, but not verified because student satisfied one of the verification exclusions, such as death of student, not an aid recipient, applicant verified by another school, post enrollment)
- BLANK**= Report a blank if you have not performed verification for other reasons, i.e., because neither the CPS nor school selected student or because student was selected by CPS after ceasing to be enrolled at the law school and all disbursements (including late) were made. A blank also applies when you disbursed aid on an initial transaction not selected for verification, a later transaction is selected, and the student never completes verification.

Student Last Name & First Initial: _____

