



**STEPHEN F. AUSTIN**  
**STATE UNIVERSITY**  
 NACOGDOCHES, TEXAS

Office of Financial Aid and Scholarships  
 SFA Box 13052  
 Nacogdoches, TX 75962-3052  
 (936) 468-2403  
 Fax: (936) 468-1048  
 Email: [finaid@sfasu.edu](mailto:finaid@sfasu.edu)

## 2023-2024 Verification Worksheet

Student Name \_\_\_\_\_

Student ID \_\_\_\_\_

Contact Number \_\_\_\_\_

Your FAFSA was selected by the U.S. Department of Education for a review process called “Verification.” Federal law states that we have the right to ask for this information. Your application will be considered **incomplete** until each section is complete and all required documents and signatures have been received by the Office of Student Financial Aid and Scholarships. If there are differences between your application information and this document, corrections may need to be made to your Student Aid Report (SAR).

**\*\*Additional information may be requested. Please provide the requested documentation as quickly as possible to avoid delays with your financial aid award package.**

1. Complete the IRS Data Retrieval through FAFSA on the Web. Indicate the option used on this worksheet.
2. If you cannot complete Step 1, you may order a Tax Return Transcript from the Internal Revenue Service online at [irs.gov/individuals/get-transcript](https://irs.gov/individuals/get-transcript). Obtain 2021 Federal IRS Tax Return Transcripts for yourself and your spouse if married. If you are not married and have provided parent information, including that of your step-parent, you will need to request their 2021 IRS Tax Return Transcripts as well. You may also submit a signed copy of your 2021 Form 1040. The entire 1040 must be submitted along with Schedules 1, 2, and 3.
3. Complete and sign this worksheet.
4. Upload requested information via your mySFA.
5. Review your mySFA on a regular basis to see if further information has been requested. Submit that information in a timely manner.

### HOUSEHOLD SIZE INFORMATION

List all people in the household in the space(s) below. Include the name of the college for any household member, excluding your parent(s), who will be attending at least half time between July 1, 2023 and June 30, 2024, and will be enrolled in a degree, diploma, or certification program. If you need more space, attach a separate page.

**DEPENDENT STUDENTS:** List names of all persons in your parent(s) household. Include yourself, your parents and their other children (even if they do not live with your parents) if your parents will provide MORE THAN HALF of their support from July 1, 2023 through June 30, 2024. Also include other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue that support through June 30, 2024.

**INDEPENDENT STUDENTS:** List names of all persons in your household. Include yourself, your spouse and all children (even if they do not live with you) if you will provide MORE THAN HALF of their support from July 1, 2023 through June 30, 2024. Also include other people if you provide MORE THAN HALF of their support and will continue to provide MORE THAN HALF of their support through June 30, 2024.

Name of Each Household Member (Include student and spouse if married, parents, children, others as applicable*)	Age	Relationship to Student	College or University Attending at least half-time in 2023-2024
		Self	Stephen F. Austin State University

Check this box if there are more than six (6) household members, and continue to list these members on the reverse side.  
 \*Others refers to household members receiving 50% or more support from your parents.

**Source of Income: COMPLETE EITHER SECTION 1 OR SECTION 2 (for student and parent)**

**Section 1. Tax Return Filer Information**

Official Tax Return Transcripts are required for verification unless the Data Retrieval Tool (DRT) was used on the FAFSA. Please complete the following:

**Student and/or Spouse**

**Parents**

\_\_\_ Check here if you used the Data Retrieval Tool.  
\_\_\_ Check here if you are submitting a copy of your IRS Tax Return Transcript or a signed copy of your 2021 Form 1040. You must submit the entire Form 1040, including Schedules 1, 2, and 3.

\_\_\_ Check here if you used the Data Retrieval Tool.  
\_\_\_ Check here if you are submitting a copy of your IRS Tax Return Transcript or a signed copy of your 2021 Form 1040. Submit the entire Form 1040, including Schedules 1, 2, and 3.

**Section 2. Nontax Filer Income Information**

Complete this section if the student and spouse (if married) and parent(s) (if dependent), are **not** required to file a 2021 Tax Return.

**Student and/or Spouse**

**Parents**

\_\_\_ Check here if the student and/ or spouse were not employed, had no income earned from work in 2021, and were not required to file a tax return. Do not complete the table below.

\_\_\_ Check here if the parent(s) were not employed, had no income earned from work in 2021, and were not required to file a tax return. Do not complete the table below.

\_\_\_ Check here if the student and/ or spouse did work but did not file. Complete the table below, and attach all 2021 W-2's. If Self-Employed, submit a signed statement certifying amount of Adjusted Gross Income earned and Income Tax paid for 2021.

\_\_\_ Check here if the parent(s) did work but did not file. Complete the table below, and attach all 2021 W-2's. If Self-Employed, submit a signed statement certifying amount of Adjusted Gross Income earned and Income Tax paid for 2021.

**Nontax Filers Complete the Table Below:**

Employer's Name	2021 Student (and Spouse) Wages Earned	2021 Parent(s) Wages Earned

**\*\*Confirmation of non-filing status is required for independent students and/or spouse, and parents and/or step-parents. You must submit an IRS Verification of Non-Filing Letter for tax year 2021 whether or not you were employed.**

**Signatures**

By signing this form, I (we) certify that all of the information reported on this worksheet is complete and true. **Electronic signatures will not be accepted.**

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

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

**All sections must be completed. If not, the document will be considered incomplete and will not be reviewed.**