

2023-2024 VERIFICATION WORKSHEET – V1

BERRY COLLEGE

OFFICE OF FINANCIAL AID

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Email: financialaid@berry.edu

Web Site: www.berry.edu/aid

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 and your parent(s) reported on your FAFSA. To verify that you provided correct information, the Office of Financial Aid will compare your FAFSA with the information on this worksheet and with any other required documents. Tax filers will be required to provide tax information in the form of Data Retrieval via the FAFSA, a Tax Return Transcript, or a signed Tax Return. Non-tax filers will be required to provide all W-2 form(s) from the appropriate tax year. Independent students and parents of dependent students who do not file a Tax Return for the given year will be required to provide a Verification of Nonfiling Letter from the IRS. If there are differences, your FAFSA information may need to be corrected. You and at least one parent (if dependent) must complete and sign this worksheet and upload the form and other required documents to the Office of Financial Aid via the Financial Aid Document Upload portal on VikingWeb. We may ask for additional information. If you have questions about verification, contact your financial aid counselor as soon as possible so that your financial aid will not be delayed.

STEP 1 – STUDENT INFORMATION

Last Name	First Name	Last 4 of Social Security Number	Student ID Number
Permanent Address	Street & Number	City/State/Zip	Date of Birth
Cell Phone Number (Include Area Code)	Home Phone Number (Include Area Code)	Email Address	

STEP 2 – FAMILY INFORMATION

If you are a **dependent student**, consider the household for the parent(s) who provide more than half of your support and include:

- Yourself
- Your parent(s) (including **step-parents**), who you lived with most during the past 12 months
- Your parent(s)' other children if a) your parent(s) will provide more than half of their support from July 1, 2023 through June 30, 2024, or b) the children would be required to provide parental information when applying for Federal Student Aid
- Other people only if they now live in your parent's household and your parents will provide more than half of their support from July 1, 2023 through June 30, 2024

If you are an **independent student**, include:

- Yourself
- Your spouse (if you are married)
- Your children (or your spouse's children) if you (or your spouse) will provide more than half of their support from July 1, 2023 through June 30, 2024, even if the child doesn't live with you.
- Other people only if they live in your household and you provide more than half of their support and will continue to do so from July 1, 2023 through June 30, 2024

Full Name	Age	Relationship	Full Name of College and Degree/Certificate Program (if at least half-time between July 1, 2023 and June 30, 2024)
		Self	Berry College

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***If you have any special circumstances which prevent you from obtaining the documentation listed in steps 3 and 4, please contact our office as soon as possible.

STEP 3 – STUDENT TAX & INCOME INFORMATION – CALENDAR YEAR 2021

Did you file a 2021 Federal Income Tax Return?

____ YES...Please also provide our office with one of the following:

A. Data Retrieval used via the FAFSA

B. Tax Return Transcript from the IRS **OR** Signed copy of your Federal Tax Return

____ NO...I was not employed, did not have any earnings from work in 2021, and **was otherwise not required to file a 2021 income tax return.**

____ NO...I **was not required to file** a 2021 Income Tax Return, but I did have earnings from work in 2021. All of my employers from 2021 are reported in the box below:

PROVIDE A COPY OF EACH 2021 W-2 FORM

Employer's Name (include earnings from Berry College, if applicable)	Amount Earned in 2021	Was a W-2 form received for these earnings?	If no W-2 received, indicate the reason:
	\$		
	\$		
	\$		

NOTE: If you did not keep a copy of your W-2 form, request a duplicate copy from your employer or request a "W-2 Wage and Income Transcript" by visiting <http://www.irs.gov/Individuals/Get-Transcript>. Please be advised that it may take a minimum of three weeks for the IRS to mail these documents to you.

STEP 4 – PARENT OR SPOUSE TAX & INCOME INFORMATION – CALENDAR YEAR 2021

Did you file a 2021 Federal Income Tax Return?

____ YES...Please also provide our office with one of the following:

A. Data Retrieval used via the FAFSA

B. Tax Return Transcript from the IRS **OR** Signed copy of your Federal Tax Return

____ NO...I was not employed, did not have any earnings from work in 2021, and **was otherwise not required to file a 2021 income tax return.**

Provide a copy of the 2021 IRS Verification of Nonfiling Letter

____ NO... I **was not required to file** a 2021 Income Tax Return, but I did have earnings from work in 2021. All of my employers from 2021 are reported in the box below:

Provide a copy of each 2021 W-2 form AND a copy of the 2021 IRS Verification of Nonfiling Letter

Employer's Name	Amount Earned in 2021	Was a W-2 form received for these earnings?	If no W-2 received, indicate the reason:
	\$		
	\$		
	\$		

NOTE: If you did not keep a copy of your W-2 form, request a duplicate copy from your employer or request a "W-2 Wage and Income Transcript" by visiting <http://www.irs.gov/Individuals/Get-Transcript>. Please be advised that it may take a minimum of three weeks for the IRS to mail these documents to you.

STEP 5 – CERTIFICATION AND SIGNATURES

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **The student and one parent (if student is dependent) must sign and date.**

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

Student Signature	Date	Student Name (Please Print)	Student ID Number
Parent Signature (If student is dependent)	Date	Parent Name (Please Print)	

You Should Make a Copy of This Worksheet for your Records.

This form cannot be processed until all steps are complete.