



Please return to: **Student Financial Services Office**  
Houghton University | One Willard Avenue | Houghton, NY 14744

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal law states that before awarding federal student aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information, the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete, sign, and submit this worksheet and any other required documents to the financial aid office. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

**A. STUDENT INFORMATION**

Student's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ DOB: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**B. FAMILY INFORMATION**

List the people in your parent(s)' household, including:

- Yourself, and your parent(s) (including stepparent), even if you don't live with your parents;
- Your parent(s)' other children, even if they don't live with your parent(s), if
  - your parent(s) will provide more than half of their support from July 1, 2023 through June 30, 2024, or
  - the children would be required to provide parental information when applying for federal student aid; and
- Other people if they now live with your parent(s), and your parent(s) provide more than half of their support and will continue to provide more than half of their support from July 1, 2023 through June 30, 2024. **Do not include foster children unless you provide more than half of their support.**

Write the names of all household members, including yourself, in the space(s) below. Include the name of the University for any household member, **excluding** your parent(s), who will be enrolled, at least half-time in a degree, diploma, or certificate program any time between July 1, 2023 and June 30, 2024. If you need more space, please attach a separate page.

Full Name	Age	Relationship	University	Will be enrolled at least half time
Missy Jones (example)	18	Sister	Central University	Yes
		Self		

## C. STUDENT'S TAX FORMS AND INCOME INFORMATION

Check the box that applies:

- The student **filed 2021 taxes and has used the IRS Data Retrieval Tool** to retrieve and transfer 2021 IRS income information into the student's FAFSA.
- The student **filed 2021 taxes and has not yet used the IRS Data Retrieval Tool**, but **will use** the tool to retrieve and transfer 2021 IRS income information into the student's FAFSA (see enclosure).
- The student **filed 2021 taxes and have attached** a copy of the *signed* 2021 IRS Tax Return.
- The student **filed 2021 taxes and has requested** a 2021 IRS Tax Return Transcript (see enclosure).
- The student was **not employed** and had no **earned** income in 2021.
- The student was employed in 2021, but was **not required to file taxes**. List below the names of all the student's employers, and the amount earned from each employer in 2021. Attach copies of all 2021 IRS W-2 forms issued to the student by employers. If you did not receive a W-2, please attach a signed explanation.

Complete this section only if you did NOT file taxes.

Employer's Name	2021 Amount Earned
Joe's Auto Body Shop (example)	\$2000.00

## D. PARENTS' TAX FORMS AND INCOME INFORMATION

Check the box that applies:

- The student's parent(s) **filed 2021 taxes and have used** the IRS Data Retrieval Tool to retrieve and transfer 2021 IRS income information into the student's FAFSA.
- The student's parent(s) **filed 2021 taxes and have not yet used the IRS Data Retrieval Tool**, but **will use** the tool to retrieve and transfer 2021 IRS income information into the student's FAFSA (see enclosure).
- The student's parent(s) **filed 2021 taxes and have attached** a copy of the *signed* 2021 IRS Tax Return.
- The student's parent(s) **filed 2021 taxes and have requested** a 2021 IRS Tax Return Transcript (see enclosure).
- The student's parent(s) **were not employed and had no income earned from work in 2021**, and are providing **IRS Proof of Non-filing** (see enclosure).
- The student's parent(s) were employed in 2021, but **not required to file taxes**. List below the names of all the parent(s)' employers, and the amount earned from each employer in 2021. Attach copies of all 2021 IRS W-2 forms issued to the parent by employers. If you did not receive a W-2, please attach a signed explanation. **Provide IRS Proof of Non-filing.**

Complete this section only if you did NOT file taxes.

Employer's Name	2021 Amount Earned
Joe's Auto Body Shop (example)	\$2000.00

## E. 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 must sign and date. **WARNING: If you purposely give false information on this worksheet, you may be fined, be sentenced to jail, or both.**

Student's signature \_\_\_\_\_

Date \_\_\_\_\_

Parent's signature \_\_\_\_\_

Date \_\_\_\_\_