



**PARK**  
UNIVERSITY

**Park University**  
**2023-2024**

**Dependent Student – V5 Standard Verification Work Sheet**

Verification is the process by which certain required information on the FAFSA is reviewed for accuracy and completeness. The Financial Aid Office will notify you if any additional documentation is needed or any additional questions need to be answered. If there are differences between your application information and your financial documents, corrections may need to be made.

Please upload this completed form within your Financial Aid Student Portal at:  
<https://finaid.park.edu/NetPartnerStudent>

Student’s Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Student ID # \_\_\_\_\_

**\*\*Many students find that this form is easier when completed with parents’ help.**

**Incomplete forms will not be processed – if a section does not apply to you, enter “n/a” or “0”**

**Section A. – Household Information - for both *student* and *parents* of dependent students**

**Dependent Student**

- List yourself and your parent(s)—including stepparent—even if you do not live with your parent(s).  
*For clarification of which individuals to include as your parent(s), please refer to the FAFSA guidelines found at <https://studentaid.gov/apply-for-aid/fafsa/filling-out/parent-info>*
- List your parent(s)’ other children, even if they do not live with your parent(s) if your parent(s) will provide more than 50% of their support from July 1, 2023 through June 30, 2024
- List other people now living in your parents’ household who your parent(s) provide more than 50% support for and who your parent(s) will continue to provide more than 50% support for between July 1, 2023 and June 30, 2024. An Adult Dependent Worksheet may be requested for these individuals.

**Write the names of all household members, including yourself, as defined above #1-3.** For any household member who will be attending college, enrolled in a degree, diploma, or certificate program for at least ½ time between July 1, 2023 and June 30, 2024, please include the name of the college. (If you need more space, attach a separate page.)

Name(s) of all in household	Date of birth	Relationship to student	Name of College (if Attending)
		Self	Park University

**Section B. – Student Tax Form and Income Information**

Check One:	If Student:	Submit Requested Info and Documents:
<input type="checkbox"/>	No Income in 2021 and did not file a 2021 Tax Return	By selecting this option, you are verifying that the student had zero wages/income in 2021
<input type="checkbox"/>	Earned wages/income in 2021 but did not file a 2021 Tax Return	1. Submit copies of Student’s 2021 W-2’s or a Wage and Income Transcript from IRS 2. If no W-2’s were provided, List Source and Amount earned from Student’s work: _____ \$ _____ _____ \$ _____ _____ \$ _____ 3. Submit IRS Non-Tax Filer Letter or Park U Statement of Non-Tax Filing Form for Student
<input type="checkbox"/>	Filed a 2021 Foreign Tax Return or had foreign income in 2021	1. Submit an English translation of the foreign tax forms. If Student filed a Puerto Rican tax return, provide <b>signed</b> copy of Student’s 2021 Individual Income tax return (does not need to be translated)
<input type="checkbox"/>	Filed a 2021 <b>Amended</b> Tax Return <b>and</b> Did NOT use the IRS Data Retrieval Tool on the FAFSA	1. Submit a <b>signed</b> copy of Student’s 2021 amended Federal Tax Return (IRS Form 1040-X) 2. Submit Student’s 2021 IRS Tax Return Transcript <b>or</b> <b>Signed</b> copy of Student’s 2021 IRS Form 1040 including all filed schedules
<input type="checkbox"/>	Filed a 2021 <b>Amended</b> Tax Return <b>and</b> used the IRS Data Retrieval Tool on the FAFSA	1. Submit a <b>signed</b> copy of Student’s 2021 amended Federal Tax Return (IRS Form 1040-X)
<input type="checkbox"/>	Filed a 2021 Tax Return <b>and</b> Did not use the IRS Data Retrieval Tool on the FAFSA	1. Submit Student’s 2021 IRS Tax Return Transcript <b>or</b> <b>Signed</b> copy of Student’s 2021 IRS Form 1040 including all filed schedules
<input type="checkbox"/>	Filed a 2021 Tax Return <b>and</b> Used the IRS Data Retrieval Tool on the FAFSA	1. No additional Income documents needed at this time

**To obtain a 2021 IRS Tax Return Transcript, Wage/Income Transcript, or IRS Non-Filing Transcript you may:**

- Go to [www.irs.gov](http://www.irs.gov); click on “get your tax record” and choose to download a copy or order a copy to be mailed to you (you will need personal information to create an account).
- Call the IRS at 1-800-908-9946 (generally received in about 10 days)
- To request a paper form, complete and mail IRS Form 4506-T (generally mailed within 10 days).

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**Section C. – Taxed Income - for Parents of Dependent Students**

Check One:	If Parent(s):	Submit Requested Info and Documents from Parent(s):
<input type="checkbox"/>	No Income in 2021 and did not file a 2021 Tax Return	By selecting this option, you are verifying that the parent(s) had zero wages/income in 2021
<input type="checkbox"/>	Earned wages/income in 2021 but did not file a 2021 Tax Return	1. Submit copies of Parent(s) 2021 W-2's or a Wage and Income Transcript from IRS 2. If no W-2's were provided, List Source and Amount earned from work: _____ \$ _____ _____ \$ _____ _____ \$ _____ 3. Submit IRS Non-Tax Filer Letter or Park U Statement of Non-Tax Filing Form for Parent(s)
<input type="checkbox"/>	Filed a 2021 Foreign Tax Return or had foreign income in 2021	1. Submit an English translation of the foreign tax forms. If you filed a Puerto Rican tax return, provide <b>signed</b> copy of Parent(s) 2021 Individual Income tax return (does not need to be translated)
<input type="checkbox"/>	Filed a 2021 <b>Amended</b> Tax Return <i>and</i> Did NOT use the IRS Data Retrieval Tool on the FAFSA	1. Submit a <b>signed</b> copy of Parent(s) 2021 amended Federal Tax Return (IRS Form 1040-X) 2. Submit Parent(s) 2021 IRS Tax Return Transcript <i>or</i> <b>Signed</b> copy of Parent(s) 2021 IRS Form 1040 including all filed schedules
<input type="checkbox"/>	Filed a 2021 <b>Amended</b> Tax Return <i>and</i> used the IRS Data Retrieval Tool on the FAFSA	1. Submit a <b>signed</b> copy of Parent(s) 2021 amended Federal Tax Return (IRS Form 1040-X)
<input type="checkbox"/>	Filed a 2021 Tax Return <i>and</i> Did not use the IRS Data Retrieval Tool on the FAFSA	1. Submit Parent(s) 2021 IRS Tax Return Transcript <i>or</i> <b>Signed</b> copy of Parent(s) 2021 IRS Form 1040 including all filed schedules
<input type="checkbox"/>	Filed a 2021 Tax Return <i>and</i> Used the IRS Data Retrieval Tool on the FAFSA	1. No additional Income documents needed at this time

**To obtain a 2021 IRS Tax Return Transcript, Wage/Income Transcript, or IRS Non-Filing Transcript you may:**

- Go to [www.irs.gov](http://www.irs.gov); click on “get your tax record” and choose to download a copy or order a copy to be mailed to you (you will need personal information to create an account).
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**Form continues on next page...**

**Section D. – Untaxed Income**

<p align="center"><b>2021 UNTAXED INCOME - Report total year amounts for 2021</b>                  Be sure to complete ALL items in this section                  If an item does not apply to you, you will enter \$0</p>	<p><b>DO NOT LEAVE ANY FIELD BLANK</b></p>
<b>For Military Families on Active Duty in 2021:</b>	
1. Enter BAS amount for 2021 (Do <b>not</b> include BAH)	\$ _____ / Year
2. Attach most recent LES	
<b>For Civilian Families (such as clergy or others)</b>	
1. List \$ amount of Housing/Food/Other Living Allowances paid in 2021 (include cash payments/cash value of benefits)	\$ _____ / Year
<b>Payments to Tax-Deferred Pensions/Savings Plans</b> - Paid directly or withheld from earnings including amounts reported on 2021 W-2 in boxes 12a-12d (codes D, E, F, G, H, and S)	
	\$ _____ / Year
<b>Veteran Non-Education Benefits</b> - such as Disability, Death Pension, DIC, and VA Educational Work-Study Allowances.	
1. List the source of this Income _____	\$ _____ / Year
<b>Other Untaxed Income/Benefits, Cash received, money paid on your behalf, not listed above.</b>	
Includes worker's compensation, disability income, etc. <b>Do not</b> include Social Security Benefits	
1. List the source of this Income _____	\$ _____ / Year

**Section F. – Signatures**

**Required Signatures: Digital Signatures not accepted**

I/we certify that all information reported on this form is complete and correct. I/we understand that changes in the FAFSA information based on the documentation provided may result in a change in financial aid eligibility.

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Student (Wet ink signature – no Digital Signatures) Date

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Parent(s) (Wet ink signature - No digital signatures) Date

**If both parents are non-tax filers, both parents must sign.**

Effective 9/23/2018, the IRS began masking certain personally identifiable information (PII) on the Tax Return Transcript and all other tax transcripts to help protect this information. To help our office identify tax transcripts that belong to family members other than the student (parents), please provide the name and last 4 digits of that family member’s Social Security Number:

Parent(s)/Step-Parent’s Name:	Last 4 digits of Social Security Number:
	XXX - XX - ____ ____ ____ ____
	XXX - XX - ____ ____ ____ ____

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

Please upload this completed form within your Financial Aid Student Portal at:

<https://finaid.park.edu/NetPartnerStudent>

Student Financial Aid Office, [finaid@park.edu](mailto:finaid@park.edu), 816-584-6290