SETON HALL UNIVERSITY
2021-2022 Verification Worksheet   **INDEPENDENT**

Your financial aid application has been selected for a process called "Verification." This completed worksheet, along with copies of your (and your spouse's) IRS Tax Return Transcript or Income Tax Return will be used to confirm the information provided on your 2021-2022 FAFSA. Upon completion of this review, we will send corrections as needed to the Office of Federal Student Aid. Subsequently, an update of your financial aid awards will be forwarded to you. All students will be able to view their final awards on Pirate Net. **Additionally, please note that all documentation must be submitted before September 1, 2021 for consideration of any Institutional Grant Funding. Exceptions to this date will not be considered.**

- **All documents (including tax returns) should be uploaded to the following secure site:**
  - **Mapping Xpress: https://mappingyourfuture.org/MappingXpress/SHUFinaidDocuments/**
    Passcode: finaid1

Student Name: _____ SHUID: _____ Last 4-digits of SS#_____
  (Please print) Last   First   MI

Address: _____
            Street   City   State   Zip

Home Phone: (_____) _____ Cellular Phone: (_____) _____

SECTION A: VERIFICATION OF HOUSEHOLD SIZE AND NUMBER IN COLLEGE

Write the names of all household members in the spaces below, including yourself (and spouse) and dependents.
Also write the name of the college for any household member who will be attending at least half time between July 1, 2021 and June 30, 2022, and will be enrolled in a degree, diploma, or certificate program. If you need more space attach a separate page.

Full Name	Age	Relationship to Student	Name of College/University attended in 2021-2022
		Self	

SECTION B: FEDERAL TAX FILING STATUS AND INCOME VERIFICATION

If you have filed or will file a 2019 Income Tax Return with the IRS, the best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you (and your spouse) have not already used the tool, you should go to FAFSA.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you (and your spouse) are eligible to use the IRS Data Retrieval Tool to transfer 2019 IRS income tax information into your FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about whether you should or how to use the IRS Data Retrieval Tool, please inquire with a representative in our office.

☐ *__Please check here if you used the IRS Data Retrieval Tool when completing the 2021-2022 FAFSA__*

Have **you** completed a 2019 Federal Income Tax Return?

☐ YES – if yes, you must either complete the **IRS Data Retrieval Tool** or provide a copy of your (and your spouse's) 2019 IRS Tax Return Transcript(s)*, **OR** photocopies of the Federal Income Tax return, along with this completed Verification Worksheet. If you and your spouse filed separate federal tax returns, you must include both Tax Return Transcripts.

☐ NO – if no, and you were not required to file a 2019 Federal Income Tax Return, please list the name of the employer(s) and the 2019 amount earned and **attach a Verification of Non-Filer Letter** which can be obtained from the IRS at www.irs.gov, along with copies of the 2019 IRS W-2 for each employer and attach to this completed Worksheet:

Employer: _____ Earnings: \$_____
Employer: _____ Earnings: \$_____

If married, have **you and your spouse** completed a 2019 Joint or Married Filing Separate Federal Income Tax Return?

☐ YES – if yes, you must either complete the **IRS Data Retrieval Tool** or provide a copy of your (and your spouse's) 2019 IRS Tax Return Transcript(s)*, **OR** photocopies of the Federal Income Tax Return, along with this completed Worksheet.

☐ NO – if no, attach a copy of your spouse's 2019 IRS Tax Return Transcript, **OR** photocopies of the Federal Income Tax Return. If you (and your spouse) were not required to file a 2019 Federal Income Tax Return, please list the name of the employer(s) and the 2019 amount earned and **attach a Verification of Non-Filer Letter** which can be obtained from the IRS at www.irs.gov, for both you and your spouse, along with copies of the 2019 IRS W-2 for each employer and attach to this completed Worksheet:

Employer: _____ Earnings: \$_____
Employer: _____ Earnings: \$_____

Did you have earnings from a work-study job in 2019?   ☐ YES   ☐ NO

Please note: If the student /spouse, filed or will file, an __amended__ 2019 IRS tax return, please indicate by checking here ☐.

Date completed ___/___/____ If completed, please attach copies of the 2019 IRS Tax Return Transcript and a signed copy of the 2019 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

*To obtain an IRS tax return transcript go to www.IRS.gov and click on the "Get Your Tax Record" link, or call 1-800-908-9946. Be sure to order the "IRS Tax Return Transcript" and **not** the "IRS Tax Account Transcript." The student/spouse will need their Social Security Number, date of birth, and the address on file with the IRS (this should be the address used when the 2019 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper tax return filers. **If the student was married after the 2019 tax year ended and separate 2019 tax returns were filed, 2019 IRS tax return transcripts must be submitted for both the student and spouse.**

SECTION C: CERTIFICATION AND SIGNATURES

I give permission to the Office of Financial Aid to verify any additional information I provide on this form. I certify that all of the information provided on this form is correct to the best of my knowledge. I understand that if I purposely give false or misleading information on this form, I am liable for cancellation or repayment of all or part of my financial aid.

Student Signature: _____ Date: _____

Spouse Signature: _____ Date: _____

For Office use Only
__ Scan Only (No Update)
__ Attach to _____
__ Update Status to____