

Instructions

- Complete all sections of this worksheet. Write "0" for any income not received and "N/A" for sections that do not apply.
- Collect requested 2021 financial documents for you and your spouse (if married) and/or for your parent(s) (if dependent).
- Submit your completed verification worksheet, along with the required financial documents requested, to the address, fax, or email at the bottom of this page. You may also upload this form via your Financial Aid portal.

STEP 1 - Student Information: Please print neatly so we are able to match your information to your file.

Last Name	First Name	M.I.	SSN or Student I.D.	
Mailing Address (include apartment number)		City	State	ZIP code
_____/_____/_____		(_____)_____		
Date of Birth		Phone Number (area code)		
Primary Email Address				

STEP 2 – Household Information: List yourself first, regardless of where you live. List others as they apply. Indicate if any dependents will be enrolled in a degree, diploma, or certificate program at a college, university or other post-secondary institution at least half-time between July 1, 2023 through June 30, 2024.

DEPENDENT STUDENTS should also list:	INDEPENDENT STUDENTS should also list:
<ul style="list-style-type: none"> • Parent(s) (biological or adoptive), if they are living together, regardless of marital status or gender. This may include a step-parent if your parent remarried - even if you don't live with your parents. • Other dependent children of your parents or any other people if they now live with your parents and your parent will provide more than half of their support from July 1, 2023 – June 30, 2024, or they would be required to provide parental information when applying for Federal Student Aid. 	<ul style="list-style-type: none"> • Your spouse (if you are married and not separated). • Your children and any other people, if they now live with you and if you (or spouse) will provide more than half of their support from July 1, 2023 through June 30, 2024.

Full Name	Age	Relationship to Student	College (if applicable)
		<i>Yourself</i>	<i>Zane State College</i>

More info on backside

STEP 3 - Forms and Required Income Information:

Student / Spouse	Questions	Parent / Step-parent
<input type="checkbox"/> YES <input type="checkbox"/> NO	1. I filed a 2021 Federal Tax Return?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> YES <input type="checkbox"/> NO	2. I worked in 2021 but was not required to file a 2021 Federal Income Tax Return?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> YES <input type="checkbox"/> NO	3. I did not work and did not earn income from working in 2021?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> YES <input type="checkbox"/> NO	4. I participated in the Supplemental Nutrition Assistance Program (SNAP) in 2021 or 2022?	<input type="checkbox"/> YES <input type="checkbox"/> NO

**** You must complete all fields. If there is no amount to report in a field, please write "0" or "N/A" ****

Student / Spouse 2021 Amount	2021 Taxed Income	Parent / Step-parent 2021 Amount
a.	a. Education credits (American Opportunity, Hope, or Lifetime Learning tax credits) from your IRS Form 1040 Schedule 3, Line 3	a.
b.	b. Child support Paid because of divorce, separation, or out of legal requirement Do not include support for children in your household that are listed on the front of this form. *Please list all child(ren) for whom you pay child support _____ **You are required to provide a copy of your 2021 Child Support Enforcement Agency Document showing total support paid Jan 1 -Dec 31, 2021 **	b.
c.	c. Taxable earnings from Federal Work-Study or other need-based work programs.	c.
d.	d. Student grant and scholarship aid reported to the IRS as income. Includes AmeriCorps benefits, fellowships, and assistantship aid.	d.
e.	e. Combat pay or special combat pay. Only enter the amount that was taxable and included in the adjusted gross income. Do not enter untaxed combat pay.	e.
f.	f. Earnings from work under a cooperative education program offered by a college.	f.

2021 Untaxed Income

a.	a. Payments to tax deferred pension and retirement savings plans (<i>paid directly or withheld from earnings</i>), including, but not limited to, amounts reported on your W-2 form(s) in boxes 12a - 12d, with codes D, E, F, G, H, & S. DO NOT INCLUDE amounts reported in code DD.	a.
b.	b. IRA deductions and payments to self-employed SEP, SIMPLE, & Keogh and other qualified plans from IRS Form 1040 Schedule 1, Line 16 + Line 20.	b.
c.	c. Child Support Received for all children (do NOT include foster care or adoption payments). **You are required to provide a copy of your 2021 Child Support Enforcement Agency Document showing total support received for Jan 1 -Dec 31, 2021 **	c.
d.	d. Tax-exempt interest income from IRS Form 1040 - Line 2a.	d.
e.	e. Untaxed portions of IRA, pensions, and annuity distributions from IRS Form 1040 (Line 4a + 5a) minus (4b + 5b). <i>Exclude rollovers. If negative, enter a zero here.</i>	e.
f.	f. Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits). Don't include on base housing.	f.
g.	g. Veterans' non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.	g.
h.	h. Other untaxed income or benefits not reported elsewhere, such as worker's compensation, disability, untaxed foreign income, and the untaxed portions of health savings accounts from IRS Form 1040 Schedule 1—line 13. Don't include extended foster care benefits, student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, SSI, WIOA educational benefits, on-base military housing or a military housing allowance, combat pay, benefits from flexible spending arrangements or credit for federal tax on special fuels.	h.
i.	a. Cash received, or any money paid on your behalf (bills), not reported elsewhere on form.	i. XXXXXXXXXXXX

	WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.	
Student Signature (Required) _____	Date _____	Parent Signature (Required) _____
		Date _____