



Student Financial Assistance
 G-1 Parker Hall, 300 W. 13th Street
 Rolla, MO 65409
 P: 573/341-4282 F: 573/341-4274

**2023-2024 Financial Aid Year
 Dependent Verification Worksheet**

Your FAFSA was selected by the U.S. Department of Education for review in a process called "Verification." In this process Missouri S&T is required to compare information from your FAFSA with the information on this worksheet and with any other required documents. The law states we have the right to ask you for this information and review it for accuracy under the financial aid program rules (34 CFR, Part 668). **Verification must be completed before your financial aid will be credited to your student account.**

INSTRUCTIONS

1. Complete all sections of this worksheet in **full**. **Incomplete forms will be returned.**
2. Student and parent(s) must use their 2021 Federal Income Tax for the 2023-2024 academic year. The easiest way to provide this information is to use the IRS Data Retrieval Tool (DRT) to transfer your 2021 tax information to your 2023-2024 FAFSA, if you have not already. **See instructions attached or go to: sfa.mst.edu/resources/forms/**
3. All documents must be submitted by the following deadlines:
 Fall 2023 Enrollment: October 31, 2023
 Spring 2024 Enrollment: March 1, 2024
4. Please return all documents requested to our office via fax to (573)341-4274, secure document upload in [Joe'SS](#) or mail to G-1 Parker Hall, 300 W 13th St., Rolla, MO 65409-0250.

Student Information

Last Name	First Name	M.I.
Daytime Phone number (include area code) Date of Birth		Missouri S&T Student ID#

Family Information

Full Name	Age	Relationship	College
Write the names of the people in your parent(s)' household in the chart below: 1. Include yourself as the student. 2. Include your parent(s): Parent #1 and Parent #2 • <i>If your parents are divorced</i> , list the parent you lived with the most during the last 12 months. If you did not live with one parent more than the other, indicate the parent who provided more than half of your support during the last twelve months. • <i>If your parent is remarried</i> , include stepparent . • <i>If your parents are unmarried but live together</i> , list one as Parent #1 and the other as Parent #2 . 3. Include your parent(s)' other children , if your parents provide more than half of their support between July 1, 2023, and June 30, 2024, or if the children would be required to provide parental information if they were completing a 2023-2024 FAFSA. 4. Include other dependents if they now live with your parent(s) and your parent(s) will continue to provide more than half of their support through June 30, 2024.	Write the age of each family member in the chart below.		
	Relationship		
	Write the relationship of each family member to the student in the chart below.		
	College		
			Add the name of the college for any household member (excluding parents) who will be enrolled in a degree, diploma, or certificate program at an eligible postsecondary educational institution at least half-time at any time between July 1, 2023, through June 30, 2024.
Full Name	Age	Relationship	College
		Self/Student	Missouri S&T
		Parent #1	

* If more space is required, attach a separate page.

Student Information (all applicants)

Check only on box below regarding STUDENT information

- a. I filed a 2021 Federal Tax Return and used the IRS DRT when completing the FAFSA.
- b. I filed a 2021 Federal Tax Return and will provide a Federal Tax Return Transcript from the IRS or a signed copy of the 2021 income tax return and applicable schedules.
- c. I was not employed, did not have income, and am not required to file a 2021 Federal IRS Tax Return.
- d. *I was employed and had income but am not required to file a 2021 Federal Tax Return.

***COMPLETE ONLY IF BOX D ABOVE IS CHECKED:** Students who did not file a 2021 Federal Tax Return are required to submit a copy of ALL W-2(s) for 2021 from each employer. List all 2021 employers and related earnings below.

Name of Employer	Amount Earned in 2021

If more space is required, attach a separate page.

Parent(s)' Information

Check only on box below regarding PARENT information

- a. I filed a 2021 Federal Tax Return and used the IRS DRT when completing the FAFSA.
- b. I filed a 2021 Federal Tax Return and will provide a Federal Tax Return Transcript from the IRS or a signed copy of the 2021 income tax return and applicable schedules.
- c. *I was not employed, did not have income, and am not required to file a 2021 Federal IRS Tax Return.
- d. *I was employed and had income but am not required to file a 2021 Federal Tax Return.

***COMPLETE ONLY IF BOX C or D ABOVE IS CHECKED:** Parents who did not file a 2021 Federal Tax Return are required to submit a Verification of Non-Filing Letter from the IRS and ALL W-2(s) from each employer. List all 2021 employers and related earnings below. See the last page of this document for requesting a Verification of Non-Filing Letter. Each parent who did not file a 2021 Federal Tax Return must sign below where **Signature Required Only if Non-Tax Filers** is indicated.

Name of Non-Filer	Name of Employer	Amount Earned in 2021

If more space is required, attach a separate page.

***Each parent who did not file a 2021 Federal Tax Return must also sign here.**

*Parent 1 Signature Required Only if Non-Tax Filer _____

*Parent 2 Signature Required Only if Non-Tax Filer _____

Sign this worksheet by hand or with stylus. Typed or digital signatures will be returned.

The student and at least one parent whose information was reported on the 2023-2024 FAFSA must **manually** sign and date this worksheet. Each person signing certifies that all the information reported is complete and correct. **If you purposely give false or misleading information on this worksheet, you may be fined, sent to prison, or both.**

Student

Date

Parent

Date

Parent Daytime Phone number (include area code)

Parent Email

Return form to Student Financial Assistance

In-person/mail: G-1 Parker Hall

300 West 13th Street

Rolla, MO 65409-0250

Fax: 573.341.4274

Submit in [Joe'SS](#): Secure Document Upload (QR Code provided)



DATA RETRIEVAL INSTRUCTIONS

Students and parents who are eligible to use the IRS Data Retrieval Tool (IRS DRT) can access it from within the Free Application for Federal Student Aid (FAFSA) on the student or parent finances pages:

- Click **Link To IRS**. (**Note:** If you have already used the IRS DRT to transfer your tax return information into your application, click the “View option to link to the IRS” hyperlink.)
- Enter your FSA ID. (**Note:** The person whose tax information is being transferred should enter his or her own FSA ID. Students will not be asked to enter their FSA ID if they entered an FSA ID to begin their FAFSA.)
- Your FAFSA will be saved, and you will be transferred to the IRS Web site.
- On the IRS Web site, enter the requested information exactly as it appears on your tax return. If you get an error that there’s no match, double check your information, including the exact mailing address on your return.
- Once authenticated with the IRS, you will be provided with information surrounding your IRS tax information. You can either transfer your information from the IRS or choose to return to FAFSA on the Web.

If you use the IRS DRT to transfer your tax return information from the IRS, the information will not display on your FAFSA. For your protection, the answer to each question is replaced with “Transferred from the IRS.”

Tax Return Transcript AND Verification of Non-Filing from the IRS

<p style="text-align: center;">Verification of Non-Filing</p> <p>A non-filer is any Student or Parent (not filing a joint return) who did not work or did work but did not file a 2021 Federal Income Tax Return. For the 2023-2024 academic year any parent or independent student who is a Non-Filer is required to provide a Verification of Non-Filing Letter from the IRS and all 2021 W2(s) from each employer. A request to the IRS for a Verification of Non-Filing Letter can be made using the IRS “Get Transcript Online” tool at www.irs.gov/Individuals/Get-Transcript or by submitting IRS Form 4506-T and checking box 7.</p>	<p style="text-align: center;">ONLINE</p> <ul style="list-style-type: none"> • Go to www.irs.gov • Select Get Your Tax Record - You will have 2 options • Click “Get Transcript Online” • Log In OR Sign Up for an account • Select a reason you need a transcript: Higher Education/Student Aid • Click “GO” • Select the year of the Return Transcript needed: 2021 • Your transcript is ready to download! • Click “Get Transcript by Mail” • Enter Social Security Number, Date of Birth, Street Address, Zip Code. Select Continue • Type of Transcript = Return Transcript • For Tax Year = 2021 • Click on Submit (Your transcript will arrive within 10 business days.)
<p style="text-align: center;">BY PHONE</p> <ul style="list-style-type: none"> • Call the IRS at 1-800-908-9946 • Enter your social security number • Enter street address numbers • Option 2 (Tax Transcript) • Enter year: 2021 • No Customer File Number needed <p>Your transcript will arrive within 10 business days.</p>	<p style="text-align: center;">BY MAIL</p> <ul style="list-style-type: none"> • Complete Form 4506-T or Form 4506T-EZ • Both forms are available online at www.irs.gov/individuals/get-transcript • Mail to the address indicated on the form