



## Verification Form 2022-2023

**Financial Aid Office**  
**Phone: (208) 524-3000 ext. 7**  
**Toll Free: 1-800-662-0261**  
**Fax: (208) 525-7026**  
[financial.aid@cei.edu](mailto:financial.aid@cei.edu)

1600 S. 25<sup>th</sup> E. Idaho Falls, Idaho 83404

First Name	Last Name	Student ID	Last 4 SSN	Phone Number
			XXX-XX-	

Your 2022-2023 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information the financial aid office 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 must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Financial Aid Office. If you have questions about verification, contact our office as soon as possible so that your financial aid will not be delayed.

- ❖ **Complete Sections 2-4 and sign the Verification Worksheet.**
- ❖ **Carefully read all instructions as errors can delay processing of your financial aid. Please allow 3-4 weeks for processing.**
- ❖ **Submit the completed worksheet along with any other requested documents.**

<b>Section 1- Household Information</b>	<b>Write the names of all family members in the household as of today in Section 2 below. Include age, relationship to the student, and college attending.</b>
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If you are **Independent** you will include the following:

- Yourself, and your spouse if you have one, and
- An unborn child may be listed if it will be born by June 30, 2023 (give the "due date" instead of age).
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half their support from July 1, 2022 through June 30, 2023.

**Note:** You are **DEPENDENT** if:

- You were born after January 1, 1999,
- As of today you are not married, at the beginning of the 2022-2023 school year
- You will not be working on a master's degree,
- You are not currently serving on active duty in the U.S. Armed Forces
- You do not have children who receive more than half their support from you or other dependents who live with you and do not receive half their support from you.

If you are **Dependent** you will include the following:

- Yourself, even if you do not live with your parents
- Your parent(s) – including biological, adoptive, and/or step-parent if applicable, even if you don't live with your parent(s).
- Your parent(s) other children if, your parent(s) will provide more than half of their support between July 1, 2022 and June 30, 2023 or the children would be required to provide parental information if they were completing a 2022-2023 FAFSA. Include children who meet either of these standards even if they do not live with your parent(s).
- 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 through June 30, 2023.

<b>Section 2 - Household Size Verification</b>			
Full Name	Age	Relationship to Student	Name of College Attending August 2022-July 2023
		<b>SELF</b>	<b>CEI</b>

Section 3 – Tax Forms and Income Information			✓ Mark the box that best fits your situation, your Spouse (if applicable) or your Parent (if you are a dependent student). Mark one (1) box per applicable person.
Student	Spouse (if applicable)	Parent(s) (dependent student)	All tax filers must submit a copy of a <b>2020 IRS Tax Return Transcript</b> obtained from the IRS, unless you have or will transfer your 2020 Federal Tax Return information into the <b>FAFSA</b> using the IRS Data Retrieval Tool (IRS DRT).
			<b>Yes</b> , I have filed a 2020 Tax Return and I have used the IRS Data Retrieval Tool (IRS DRT) to transfer my 2020 IRS Income Tax Return information into the <i>FAFSA application</i> .
			I have filed a 2020 Tax Return and I am <b>UNABLE</b> or <b>CHOOSE NOT TO USE</b> the IRS DRT in the <i>FAFSA</i> and I will provide a <b>2020 IRS Tax Return Transcript(s)</b> .  A <b>2020 IRS Tax Return Transcript</b> may be obtained through <ul style="list-style-type: none"> <li>➤ “Internet at <a href="http://www.irs.gov/individuals/get-transcript">http://www.irs.gov/individuals/get-transcript</a> <ul style="list-style-type: none"> <li>• Select “<b>Get Transcript Online</b>” This link will allow you to print out your Tax Return Transcript</li> <li>• Select “<b>Get Transcript by Mail</b>” This will allow you to order a transcript by mail. Request a Tax Return Transcript.</li> </ul> </li> <li>➤ Phone by calling 1-800-908-9946</li> </ul> <p>***Please note that a Tax Return Transcript is <u>not</u> the same as the tax return documents you file annually. You must receive this document from the IRS. Please <b>DO NOT</b> submit copies of your 2020 Federal or State Tax Return.</p>
			<b>No</b> , I did not file a 2020 Federal Tax Return, but I earned taxable income for 2020. <ul style="list-style-type: none"> <li>• Submit all 2020 W-2 form(s) and other earnings statement.</li> <li>• Fill out Section 4 below, titled ‘Income for Non-Tax Filers’.</li> <li>• Submit IRS Verification of Non-filing Letter discussed below (Independent Student)</li> </ul> A <b>Verification of Non-filing Letter</b> may be obtained through <ul style="list-style-type: none"> <li>➤ “Internet at <a href="http://www.irs.gov/individuals/get-transcript">http://www.irs.gov/individuals/get-transcript</a> <ul style="list-style-type: none"> <li>• Select “<b>Get Transcript Online</b>” This link will allow you to print out that the IRS has no record of taxes filed for the year requested. Or print <i>ISR Form 4506-T</i> and submit to IRS for a letter to be mailed to you.</li> </ul> </li> </ul> <p>*** Dependent Students are not required to provide a Verification of Non-filing Letter</p>
			<b>No</b> , I did not have any taxable income in 2020 and I will provide a <b>Verification of Non-filing Letter</b> . Directions to obtain this letter are discussed in the box above.  *** Dependent Students are not required to provide a Verification of Non-filing Letter

Section 4- Income for Non-Tax Filers		Complete this section if the student/spouse or parent <u>are not required</u> to file a 2020 income tax return with the IRS, but earned taxable income.		
Employee’s Name	Employer’s Name	2020 Income	2020 W-2 Attached	Indicate Student or Parent
		\$		
		\$		

**Certifications and Signatures**

Each person signing this form certifies that all of the information reported is complete and correct. The student and one parent (if dependent student) whose information was reported on the FAFSA must sign and date.

**WARNING:** If you purposely provide false or misleading information, you may be subject to a fine, imprisonment, or both.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(If applicable-for dependent students only)