

# 2023-24 Verification Worksheet

## Verification Tracking Group V5 Dependent – Aggregate Verification

Your 2023-2024 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, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and a parent whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

### A. Dependent Student's Information

Student's Last Name	First Name	M.I.	Student's SSN
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)			Student's Alternate or Cell Phone Number

### B. Dependent Student's Family Information

List below the people in the parents' household. Include:

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of their support from July 1, 2023, through June 30, 2024, or if the other children would be required to provide parental information if they were completing a FAFSA for 2023–2024. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2024.

For any household member, excluding the parents, who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2023, and June 30, 2024, include the name of the college.

If more space is needed, provide a separate page with the student's name at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		<b>Self</b>	<b>Ross Education</b>	<b>Yes</b>

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

A valid unexpired government-issued photo identification (photo ID) can include, but is not limited to, the following: U.S. Passport, unexpired driver's license or learners permit with photo, Other state-issued ID, Permanent Resident Card or Resident Alien Card (I-551) and Certificate of Naturalization if it contains a recognizable photo (even though it does not have an expiration date).

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### C. Dependent Student's Verification of 2021 Income Tax Return Information for Student Tax Filers

1. TAX RETURN FILERS—**Important Note:** The instructions below apply to you.

**Instructions:** Complete this section if you filed a 2021 IRS income tax return(s). In most cases, no further documentation is needed to verify 2021 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT (Data Retrieval Tool) if that information was not changed.

Generally, for electronic filers, 2021 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the 2021 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2021 paper IRS income tax returns, the 2021 IRS income tax return information is available for the IRS DRT within 8–11 weeks after the 2021 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT.

If the student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2021 IRS Tax Return Transcript(s)**. (signature not required)

To obtain a **2021 IRS Tax Return Transcript**, go to [www.irs.gov](http://www.irs.gov) and click on the —Get a Tax Transcript link, or call 1-800-908-9946. Make sure to request the —IRS Tax Return Transcript and not the —IRS Tax Account Transcript. Use the Social Security Number and date of birth of the first person listed on the 2021 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2021 IRS income tax return). In most cases, for electronic filers, a **2021 IRS Tax Return Transcript** may be requested from the IRS within 2–3 weeks after the 2021 IRS income tax return has been accepted by the IRS. Generally, for filers of 2021 paper IRS income tax returns, the **2021 IRS Tax Return Transcript** may be requested within 8–11 weeks after the 2021 paper IRS income tax return has been received by the IRS.

A valid unexpired government-issued photo identification (photo ID) can include, but is not limited to, the following: U.S. Passport, unexpired driver's license or learners permit with photo, Other state-issued ID, Permanent Resident Card or Resident Alien Card (I-551) and Certificate of Naturalization if it contains a recognizable photo (even though it does not have an expiration date).

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### D. Dependent Student’s Verification of 2021 Income Information for Student Nontax Filers

1. **TAX RETURN NONFILERS**—Complete this section if the student will not file and is not required to file a 2021 income tax return with the IRS.

**Check the box that applies:**

- The student was not employed and had no income earned from work in 2021.
- The student was employed in 2021 and has listed below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is provided. [Provide copies of all 2021 IRS W-2 forms issued to the student by his/her employers]. List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, provide a separate page with the student’s name at the top.

Employer’s Name	2021 Amount Earned	IRS W-2 Provided?
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

### E. Verification of 2021 IRS Income Tax Return Information for Parent Tax Filers

1. **TAX RETURN FILERS**— **Important Note:** The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2021 or had a change in marital status after the end of the 2021 tax year on December 31, 2021.

**Instructions:** Complete this section if the parents filed a 2021 IRS income tax return(s). *The best way to verify income is by using the IRS DRT that is part of FAFSA on the Web at [FAFSA.gov](https://fafsa.gov).* In most cases, no further documentation is needed to verify 2021 IRS income tax return information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed.

In most cases, for electronic filers, 2021 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the 2021 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2021 paper IRS income tax returns, the 2021 IRS income tax return information is available for the IRS DRT within 8–11 weeks after the 2021 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT.

If the parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2021 IRS Tax Return Transcript(s)**. (signature not required)

To obtain a **2021 IRS Tax Return Transcript**, go to [www.irs.gov](https://www.irs.gov) and click on the —Get a Tax Transcript link, or call 1-800-908-9946. Make sure to request the —IRS Tax Return Transcript and not the —IRS Tax Account Transcript. Use the Social Security Number and date of birth of the first person listed on the 2021 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2021 IRS income tax return). In most cases, for electronic filers, a **2021 IRS Tax Return Transcript** may be requested from the IRS within 2–3 weeks after the 2021 IRS income tax return has been accepted by the IRS. Generally, for filers of 2021 paper IRS income tax returns, the **2021 IRS Tax Return Transcript** may be requested within 8–11 weeks after the 2021 paper IRS income tax return has been received by the IRS.

If the parents filed separate 2021 IRS income tax returns, **2021 IRS Tax Return Transcripts** must be provided for both.

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### F. Verification of 2021 Income Information for Parent Nontax Filers

**2. TAX RETURN NONFILERS**—The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2021 income tax return with the IRS.

**Check the box that applies:**

- One or both parent(s) were not employed and had no income earned from work in 2021.
- One or both parents were employed in 2021 and have listed below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is provided. [Provide copies of all 2021 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, provide a separate page with the student’s name at the top.

Employer’s Name	2021 Amount Earned	IRS W-2 Provided?
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

### G. Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

**WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.**

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Date

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## Verification Tracking Group V5 Dependent – Aggregate Verification

Your 2023-2024 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 must verify your identity and educational purpose.

### Identity and Statement of Educational Purpose

Select ONE: Option A (in person) *or* option B (by mail)

#### OPTION A: In Person

The student must appear in person at a Ross Medical Education Center to verify his or her identity by representing an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the present of the institutional official, the Statement of Education Purpose provided below:

### Statement of Educational Purpose

(To Be Signed at the Institution)

I certify that I \_\_\_\_\_ am the individual signing this

(Print Student's Name)

Statement of Educational Purpose and that the Federal student financial assistance

I may receive will only be used for educational purposes and to pay the cost of attending

Ross Education for 2023-2024.

#### A. Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

**WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (if applicable)

\_\_\_\_\_  
Date

Witnessed by: \_\_\_\_\_  
(Printed Name of School Official)

\_\_\_\_\_  
(Title)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### OPTION B: By mail and notarized

If the student is unable to appear in person at Ross Education to verify his or her identity, the student must provide to the institution:

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and
- (b) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

*Fax or email copies will not be accepted. Submit by mail to:  
Ross Medical Education, G 3630 Miller Road Suite D, Flint, MI 48503.*

### Statement of Educational Purpose

(To Be Signed at the Institution)

I certify that I \_\_\_\_\_ am the individual signing this  
(Print Student's Name)

Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Ross Education for 2023-2024.

### B. Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

**WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (if applicable)

\_\_\_\_\_  
Date

### Notary's Certificate of Acknowledgement

State of \_\_\_\_\_

City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_,

(Date)

(Notary's name)

personally appeared, \_\_\_\_\_, and provided to me

(Printed name of signer)

on basis of satisfactory evidence of identification \_\_\_\_\_

(Type of government-issued photo ID provided)

to be the above-named person who signed the foregoing instrument.

**WITNESS my hand and official seal**

(seal)

\_\_\_\_\_  
(Notary Signature)

My commission expires on \_\_\_\_\_

(Date)

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