



**Return this form to any of the following:**

- Poteau: Hemphill Hall – HH102
- Sallisaw: Mayo – 8002
- Email: financialaid@carlalbert.edu
- Fax: 918-647-1227

## 2022–2023 Verification Worksheet

To avoid a processing delay, please read carefully and note that the use of pronouns you/your(s)/yourself refer to the Student named below for whom the application is for, “parent(s)” refer to the parent(s) listed on the FAFSA.

**Your 2022–2023 Free Application for Federal Student Aid (FAFSA) was selected for verification.**

- Federal regulations require our office to confirm that the information reported on your FAFSA is complete and correct. Your application will not be processed until all of the required documents have been provided.

### Student Information:

Student Name:	Student ID#:
Phone Number:	Date of Birth:
Student dependency status: <input type="checkbox"/> Dependent <input type="checkbox"/> Independent	

### A. Household

- List the people in your parents’ household (if dependent) or **your** household (if **independent**).
- Fill out the name, age, and relationship to you for each person listed.
  - If anyone listed will be enrolled in a higher education degree, diploma, or certificate program any time between July 1, 2022 and June 30, 2023, list the name of the institution and enrollment status.

**Please be sure to fill out completely and correctly.**

Full Name	Age	Relationship to student	College/University	Enrolled At Least Half-Time? (Y/N)	
		Self	Carl Albert State College	<b>Y</b>	<b>N</b>
				<b>Y</b>	<b>N</b>
				<b>Y</b>	<b>N</b>
				<b>Y</b>	<b>N</b>
				<b>Y</b>	<b>N</b>
				<b>Y</b>	<b>N</b>
				<b>Y</b>	<b>N</b>

People that might be included:

- ✓ Yourself, Parents/Stepparents or Spouse.
- ✓ Children: **if** you/your parents will provide **more than half** of their support from July 1, 2022 through June 30, 2023 **or** if the child would be required to provide yours/your parents’ information if they completed a FAFSA for 2022-2023. (Not including foster children.)
- ✓ Other people **if** they now live with you/your parents **and** you/your parents provide **more than half** of their support **and** will continue to provide support through June 30, 2023.

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

### B. Income

To avoid a processing delay, please only check the applicable boxes. Supporting documentation should only be submitted if requested by the financial aid office.

In 2020, did this person:		Work?		Receive W2(s)?		File Taxes?	
<b>Student</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Parent(s)</b> (if applicable)	1	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	2	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Spouse</b> (if applicable)		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p><b>Supporting documents we may need:</b></p> <p>(only required for independent students &amp; parents of dependent students)</p>		A copy of each W2	A signed and dated statement with Name of Employer & Amount Earned for the year	An *IRS Tax Return Transcript <i>or</i> a copy of the filed IRS 1040 and any additional Schedules	An *IRS Verification of Nonfiling Letter <i>or</i> another approved proof of non-filing		

\*How to obtain an IRS Tax Return Transcript or Verification of Nonfiling:

- Go to [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript) then:
  - Choose either **Request Online** or **Request by Mail** and request the **IRS Tax Return Transcript**.
  - For a **Paper Request Form**: Scroll down to **Related Forms** and select **About Form 4506-T**. Complete the form and submit directly to the IRS.

### C. Certification and Signatures

Each person signing below certifies that all of the information reported is complete and correct.  
Dependent students must have at least one parent signature.

\_\_\_\_\_  
**Student's Signature** (cannot be typed)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent's Signature** (if applicable, cannot be typed)

\_\_\_\_\_  
**Date**

Reviewed By: \_\_\_\_\_