

2023-2024 LaGrange College
Dependent Verification Worksheet

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called “**verification**”. Federal Regulations state that before awarding Federal Student Aid, the Department of Education or the Institution (LaGrange College) 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 them to the Financial Aid Office at LaGrange College. Please provide the required information as quickly as possible because your financial aid cannot be processed until verification has been completed. If you have any questions, please contact us at 706.880.8357 or finaid@lagrange.edu. **Financial aid will be placed on hold until the process is completed.**

A. Student Information

Last Name	First Name	MI	LC ID or Social Security Number
Address	City	State	Zip Code
Date of Birth	Email	Phone Number (Include Area Code)	

B. Household Information

List the people that your parent(s) will support between **July 1, 2023 and June 30, 2024**. Include:

- Yourselves, your parent/stepparent(s), and your parent(s)' dependent children** (if your parent(s) provide more than half support, or if they would be required to give parental information when applying for Federal aid). Include other people as part of your family only if they lived with your parent(s) and got more than half their support from your parent(s) at the time you completed your student aid application AND will continue to get more than half their support from July 1, 2023 through June 30, 2024. Any parent who lives in the household with the student is required to provide all information on the FAFSA, regardless of marital status.

Write the names of all family members. Also write in the name of the college for any family member, excluding the parents, who is or will be attending college at least half-time between July 1, 2023 and June 30, 2024 and will be enrolled in a degree or certificate program. (If you need more space, attach an extra sheet.)

Full Name	Age	Relationship	College
		Self	LaGrange College
		Parent 1	
		Parent 2	

C. Income Information

Both the student and the parent are required to submit processed 2021 Federal tax information. (Note: if the student or parent filed an amended 2021 IRS tax return, please call our office.) **The only acceptable methods to submit Federal tax information are:**

2021 Federal 1040 Tax Return:

Sign and submit federal tax return along with all schedules and W-2's. **OR**

IRS Data Retrieval Tool:

Directly import 2021 IRS data into your FAFSA: Log into www.fafsa.gov, select Make Correction. Choose 2023-24 FAFSA. Click on Financial Information tab. Select Already Completed from drop down box. Enter Parent FSA ID and click on Link to IRS. Continue to IRS.gov site. Enter Info as requested and submit. Click on box under "Transfer My Tax Information into the FAFSA." Then click Transfer Now. Transferred data will be encrypted. Remember to electronically sign and submit the FAFSA again. **OR**

IRS Tax Return Transcript:

Submit your 2021 Tax Return Transcript. Go to www.irs.gov. Click on "Get Your Tax Record," then click "Get Transcript Online" or "Get Transcript by Mail." Create an account. Select Tax Return Transcript for 2020. Mail or email PDF to the LaGrange College Financial Aid Office. **Please remember to put the student's name and student ID on the transcript.**

If you did not file a 2021 federal tax return:

Parents are required to submit proof of non-filing from the IRS if a 2021 tax return was not filed. Follow the same instructions as transcript above, but select "Verification of Non-filing Letter" instead of tax return transcript. If you are an independent student on the FAFSA who is not required to file a federal tax return, you must obtain a verification of non-filing status letter.

Check one:

Student filed a 2021 Federal Income Tax return.

Student was not employed and had no income from work in 2021

The Student was employed in 2021 and did not file taxes, and was not required to file a tax return. Please complete table below. You are **required** to attach copies of all 2021 IRS W-2 forms issued to the student if not filing a federal tax return. List every employer even if they did not issue an IRS W-2 form.

Employer's Name	2021 Amount Earned	Was IRS W-2 issued?	Is IRS W-2 Attached?

Check one:

Parent filed a 2021 Federal Income Tax return.

Parent was not employed, had no income from work, and was not required to file a tax return in 2021.

The Parent was employed in 2021 and did not file taxes, and was not required to file a tax return. Please complete table below. You are **required** to attach copies of all 2021 IRS W-2 forms issued to the parent if not filing a federal tax return. List every employer even if they did not issue an IRS W-2 form. **Must provide Verification of Non-filing Letter from IRS.**

Employer's Name	2021 Amount Earned	Was IRS W-2 issued?	Is IRS W-2 Attached?

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

Student Signature

Date

Parent Signature

Date

Please complete, sign, and return to: **LaGrange College** ■ **Financial Aid Office** ■ **601 Broad Street** ■ **LaGrange GA 30240** OR **Fax to: 706-880-8348** or **Email to: finaid@lagrange.edu**