

Ripon College

2023-2024 Verification Form

Student's Name _____ Student ID _____ Phone Number _____
First MI Last

Instructions

The United States Department of Education requires colleges to collect the following information from students who apply for federal student aid and are selected for verification. Please respond to each question. When parents are mentioned, this means the parent(s) (and step-parent, when applicable) with whom you lived the majority of the time during the twelve months prior to filing for financial aid. Complete this form and return it to our office at the address listed above as soon as possible. Your financial aid will not be finalized until all documents needed are received by our office. **Note:** If you are not a U.S. citizen, you may be requested to provide proof of your permanent residency status.

If you filed the FAFSA as an **independent student, complete sections A, B and D only.

If you filed the FAFSA as a **dependent student using parent information, complete ALL sections of this form.

Section A - Family Information

Dependent Students: Complete this section with information about the people who will be in your parents' household between July 1, 2023 and June 30, 2024. **Include your parent(s), yourself and other children or people** living in the house that your parent(s) provide more than 50% of the support for. Include children even if they do not live with the parents, if the parent provides at least 50% of the support throughout the year. If your parents are separated or divorced, include only the parent (and step-parent, if applicable) with whom you live. *Note: Parent(s) cannot be included in the number in college.*

Independent Students: Complete this section with information about the people who will be in your household between July 1, 2023 and June 30, 2024. Include yourself, your spouse (if you are married), and any children or other people who receive more than half of their support from you, even if they are not claimed on your income tax return.

Household Members First Name	Age	Relationship to Student	If this person will attend college half-time or more in 2023-24, print the name of the college.	Degree Seeking?
1.		Self	Ripon College	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2.				Yes <input type="checkbox"/> No <input type="checkbox"/>
3.				Yes <input type="checkbox"/> No <input type="checkbox"/>
4.				Yes <input type="checkbox"/> No <input type="checkbox"/>
5.				Yes <input type="checkbox"/> No <input type="checkbox"/>
6.				Yes <input type="checkbox"/> No <input type="checkbox"/>

Check this box if there are more than six family members. Attach a list of these people, providing the same information as requested above for each person.

Section B - Student Information

If you (and/or your spouse) have filed a 2021 U.S. income tax return, use the IRS Data Retrieval Tool to update the income information on your FAFSA. Check the box(es) below that apply.

- I have used** or will use the IRS Data Retrieval Tool to transfer my 2021 IRS income tax information.
- I have not yet used** the IRS Data Retrieval Tool but will use my filed 2021 IRS Tax Return.
- I am unable to use** the IRS Data Retrieval Tool and will provide Ripon College with a 2021 IRS signed Tax Return and all applicable schedules or an IRS Tax Return Transcript.
- I have amended my** 2021 IRS Tax Return. I will provide the school with a signed copy of the 2021 IRS Form 1040X (Amended U.S. Individual Income Tax Return) that was filed with the IRS or documentation from the IRS that include the changes made by the IRS **and one of the following** a) IRS DRT information from the original tax return on a completed FAFSA, b) a 2021 IRS Tax Return Transcript, or c) a signed copy of the original 2021 IRS form 1040 and all applicable schedules that were filed with the IRS.
- I have not nor was I required** to file a U.S. income tax return because:
 - I was not employed and had no income earned from work in 2021.
 - My income earned from work in 2021 was below the amount required to file. I will provide W-2s, or if self-employed, a signed statement indicating the income earned from work.
- My spouse has not and is not required** to file a 2021 U.S. income tax return because:
 - My spouse was not employed and had no income earned from work in 2021.
 - My spouse's income earned from work in 2021 was below the amount required to file. I will provide W-2s, or if self-employed, a signed statement indicating my spouse's income earned from work.

Student Name: _____ Student ID #: _____

Section C - Parent/Step-Parent Information

If your parents (or step-parent) have filed a 2021 U.S income tax return, use the IRS Data Retrieval Tool (DRT) to update the income information on your FAFSA. Check the box(es) below that apply.

- My parents **have used** the IRS Data Retrieval Tool to transfer their 2021 IRS income tax information.
- My parents **have not yet used** the IRS Data Retrieval Tool but will using their filed 2021 IRS income tax return.
- My parents **are unable to use** the IRS Data Retrieval Tool and will provide Ripon College with a 2021 IRS signed Tax Return and all applicable schedules or an IRS Tax Return Transcript.
- My parents **have amended their** 2021 IRS Tax Return. They will provide the school with a signed copy of the 2021 IRS Form 1040X (Amended U.S. Individual Income Tax Return) that was filed with the IRS or documentation from the IRS that include the changes made by the IRS **and one of the following** a) IRS DRT information from the original tax return on a completed FAFSA, b) a 2021 IRS Tax Return Transcript, or c) a signed copy of the original 2021 IRS form 1040 and all applicable schedules that were filed with the IRS.
- Parent 1 **has not, nor is required** to file a 2021 U.S. or foreign income tax return because:
 - Parent 1 was not employed and had no income earned from work in 2021.
 - Parent 1 income earned from work in 2021 was below the amount required to file. Parent 1 must provide W-2s, or if self-employed, a signed statement indicating the income earned from work.
- Parent 2 **has not, nor is required** to file a 2021 U.S. or foreign income tax return because:
 - Parent 2 was not employed and had no income earned from work in 2021.
 - Parent 2 income earned from work in 2021 was below the amount required to file. Parent 2 must provide W-2s, or if self-employed, a signed statement indicating the income earned from work.

Section D - Certification and Signatures

I (We) certify that all of the information on this form is complete and correct. I (We) understand that giving false or misleading information may result in the loss of financial aid and that I (we) may be fined, be sentenced to jail, or both.

Student's Signature:		Date:	
Parent/Spouse's Signature:		Date:	

The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that can be linked in the Parent and Student Financial sections on the FAFSA. However, if you cannot use the IRS DRT or choose not to use it, then you may submit a signed copy of the 2021 income tax return and applicable schedules or the 2021 Income Tax Return Transcript. The 2021 *IRS Tax Return Transcript* may be obtained through:

- Request by phone 1-800-908-9946.
- Request a copy online at www.irs.gov, click on “Get your tax record”, click “Get transcript online”. Make sure to request the “Return Transcript” and NOT the “Account Transcript”. (Online is quicker but not available to everyone, by mail is also an option.)
- Paper Request Form – IRS Form 4506T

To protect yourself from potential identity theft, do not email this form. You can either mail, fax or hand deliver this completed, signed form along with copies of 2021 IRS W-2 forms (if necessary) and signed copies of 2021 IRS Tax Return and schedules or 2021 IRS Return Transcripts (if unable to use IRS DRT) within two weeks to:

Ripon College – Office of Financial Aid
 300 West Seward Street
 Ripon, WI 54971

Fax number: (920)748-8370

Contact our office at (920) 748-8101 if you have additional questions.