



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.

Or

**A. Independent Student's Information (please print)**

Student's Last Name	Student's First Name	Student's M.I.	Last 4 Digits of Student's Social Security Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home or Cell Phone Number (include area code)			Student's Tulane ID Number (if known)

List below the people in your household. Include:

- Yourself and your spouse, if you are married.
- You or your spouse's children if you or your spouse will provide more than half of their support from July 1, 2023, through June 30, 2024, even if they do not live with you.
- Other people if they now live with you and you or your spouse provide more than half of their support and will continue to provide more than half of their support through June 30, 2024.

Include the name of the college for any household member 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. *If more space is needed, attach a separate page with the student's name and last 4 digits of their Social Security Number at the top.*

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**Student's Name:** \_\_\_\_\_ **Last 4 Digits of Student's SSN:** \_\_\_\_\_

**C. Independent Student's Income Information to Be Verified** - The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse 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. **Check the box that applies:**

- ☐ I, the student, will not file and am not required to file a 2021 income tax return with the IRS, **AND** I understand that I must **ALSO** complete and return a **2023-2024 Student Non-Filer Form**.
- ☐ I, the student, have filed a 2021 income tax return but have **ALSO** filed, or will file, an **AMENDED** 2021 IRS tax return, and I understand I must provide 1.) a signed copy of the original 2021 IRS income tax return that was filed with the IRS or a **2021 IRS Tax Return Transcript** for the 2021 tax year; and 2.) a signed copy of the 2021 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.
- ☐ I, the student, have filed a 2021 income tax return and have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2021 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information that was transferred in the verification process.*
- ☐ I, the student, have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2021 IRS income information into the student's FAFSA once the student has filed a 2021 IRS tax return. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student has not already used the tool, it can still be used: go to [studentaid.gov](https://studentaid.gov), log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2021 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator. The student's school cannot complete the verification process until the IRS information has been transferred into the FAFSA.*
- ☐ I, the student have filed a 2021 income tax return but am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and will submit to the school a **2021 IRS tax return transcript** (a photocopy of the income tax return is not acceptable). To obtain a free IRS tax return transcript, go to [www.irs.gov](https://www.irs.gov) and click on the "Get Transcript of Your Tax Records" link under "Tools." If you create an account before proceeding to the additional steps of requesting a tax transcript, you should be able to download and print your transcript immediately, or request the transcript be mailed to your address on record. Alternatively, you may call 1-800-908-9946, or contact your local IRS office to see if you may pick up a copy. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need the Social Security Number (or the IRS individual taxpayer identification 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 when the 2021 tax return was filed). Adequate time from the date of filing your tax return (up to three weeks for IRS electronic filers, and up to eleven weeks for paper IRS filers) is necessary prior to requesting an IRS tax return transcript. Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.

If the student and spouse filed separate 2021 IRS income tax returns, 2021 IRS Tax Return Transcripts must be provided for both.

Check here if a 2021 IRS Tax Return Transcript is provided

Check here if a 2021 IRS Tax Return Transcript will be provided later.

### Sections C Additional Information:

## Verification of 2021 Income Information for Individuals with Unusual Circumstances

### Individuals Who Were Victims of IRS Identity Theft

A victim of IRS identity theft who is not able to obtain a **2021 IRS Tax Return Transcript** or use the IRS DRT must contact the IRS at 1-800-908-4490. Upon authentication of the tax filer's identity, the IRS will provide, by U.S. Postal Service, a printout of the tax filer's 2021 IRS income tax return information.

### Individuals Who Filed Non-IRS Income Tax Returns

An individual who or will file a 2021 income tax return with Puerto Rico, another U.S. territory (e.g., Guam, American Samoa, the U.S. Virgin Islands, the Northern Marianas Islands), or with a foreign country, must provide a signed copy of that 2021 income tax return(s).

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**Student's Name:** \_\_\_\_\_ **Last 4 Digits of Student's SSN:** \_\_\_\_\_

#### D. Identity and Statement of Educational Purpose (To Be Signed at the Institution)

(Receiving School Official's Name, Signature and Date)

The student must appear in person at Tulane University Financial Aid office to verify his or her identity by presenting a 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 collect the student's ID. In addition, the student must sign, in the presence of the institutional official, the following English or Spanish Statement:

**Statement of Educational Purpose:** 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 Tulane University for 2023-2024.

(Student's Signature)

(Date)

(Student's ID Number)

**Declaración de Propósito Educativo:** Certifico que yo, \_\_\_\_\_, soy el individuo que firma esta

[Imprimir Nombre del Estudiante]

Declaración de Finalidad Educativa y que la ayuda financiera federal estudiantil que yo pueda recibir, sólo será utilizada para fines educativos y para pagar el costo de asistir a Tulane University para 2023–2024.

[Firma del Estudiante]

[la Fecha]

[Número de Identificación del Estudiante]

**Identity and Statement of Educational Purpose (To Be Signed With Notary):** If the student is unable to appear in person at Tulane University to verify his or her identity, the student must provide (a) A copy of the valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as, but not limited to a driver's license, other state-issued ID, or passport; and (b) The original notarized Statement of Educational Purpose (in English or Spanish) provided below.

**Statement of Educational Purpose:** 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 Tulane University for 2023-2024.

(Student's Signature)

(Date)

(Student's ID Number)

**Declaración de Propósito Educativo:** Certifico que yo, \_\_\_\_\_, soy el individuo que firma esta

[Imprimir Nombre del Estudiante]

Declaración de Finalidad Educativa y que la ayuda financiera federal estudiantil que yo pueda recibir, sólo será utilizada para fines educativos y para pagar el costo de asistir a Tulane University para 2023–2024.

[Firma del Estudiante]

[la Fecha]

[Número de Identificación del Estudiante]

**Sample of a Notary's Certificate of Acknowledgement** *Notary's certification may vary by State*

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

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

(seal)

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

(Date)

(Notary's name)

personally appeared, \_\_\_\_\_, and proved 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**

(Notary signature)

My commission expires on \_\_\_\_\_ (Date)

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Student's Name: \_\_\_\_\_ Last 4 Digits of Student's SSN: \_\_\_\_\_

**D. Other Information to Be Verified If Applicable**

1. Complete this question if someone in the student's parent's household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2020 or 2021 calendar years. SNAP may be known by another name in some states. For assistance in determining the name used in a state, please call 1-800-4FED-AID (1-800-433-3243).

☐ I the student certify that \_\_\_\_\_, one of the persons listed in Section B of this worksheet, received SNAP benefits in 2020 or 2021. If asked by the student's school, we will provide documentation of the receipt of SNAP benefits during 2020 and/or 2021.

2. Complete this question if the student or spouse, who is a member of the student's household, paid child support in 2021.

☐ The student or spouse, who is a member of the student's household, paid child support in 2021. List below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2021 for each child. If asked by the school, we will provide documentation of the payment of child support, **such as a copy of the separation agreement or divorce decree showing the amount of child support to be provided, a signed statement from the individual receiving the child support certifying the amount of child support received, or copies of the child support payment checks, money order receipts, or similar records of electronic payments having been made.** *If you need more space, attach a separate page that includes the student's name and last four digits of their Social Security Number at the top.*

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Amount of Child Support Paid in 2021

**Certifications and Signatures**

Each person signing this worksheet certifies that all of the information reported on this worksheet 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 on this worksheet, you may be fined, be sentenced to jail, or both.**

***You should make a copy of this worksheet for your records.***

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Final four digits of Student's Social Security Number

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature (Optional)

\_\_\_\_\_  
Date

ver. 11/07/22

**Submit this worksheet to:** Tulane University Financial Aid, Gibson Hall, Suite #130, 6823 St. Charles Avenue, New Orleans, LA 70118