



Kean University
Office of Financial Aid
1000 Morris Avenue
Union, NJ 07083

2023-2024 Verification Worksheet for Dependent Student

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for a process called verification. Before awarding Federal Student Aid, the Office of Financial Aid will ask you to confirm the information you and your parents reported on the FAFSA. To verify that you provided correct information, we will compare your FAFSA data with the information on this worksheet and/or any other required documents. If there are differences, your FAFSA information may need to be corrected. You and your parent(s), whose information was reported on the FAFSA, must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Office of Financial Aid. Note that we may request additional information. If you have questions about verification, contact the Office of Financial Aid as soon as possible so that your financial aid will not be delayed. You are responsible to pay your tuition, fees, and other charges if your financial aid cannot be disbursed as a result of incomplete verification.

Dependent Student Information

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

Dependent Student Family Information

- In the spaces below, list the names, ages, and relationships (to you) of the people in your parents' household. Include:
 - Yourself.
 - Your parent(s), even if you do not live with your parent(s).
 - If your parents are divorced/separated, only list the parent whose information is reported on the FAFSA.
 - If your parent has remarried, include your stepparent's information.
 - Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2023 to June 30, 2024, even if they do not live with your parent(s).
 - Include children who are required to report your parent's information on the 2023-2024 FAFSA.
 - Do not include children age 26 and over if your parents do not provide more than half of their support.**
 - Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support from July 1, 2023 through June 30, 2024.
- If any person listed below (**excluding your parents**) will be enrolled at least half-time in a degree or certificate program at an eligible postsecondary educational institution any time between July 1, 2023 and June 30, 2024, list the name of the college.

Full Name	Age	Relationship to Student	College(only if applicable)	Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes (not parents)</i>
		<i>Self</i>	<i>Kean University</i>	

Income Information to Be Verified

1. Student – check box a or b:

- a. I have filed a 2021 IRS Tax Return. **Check Box i, ii or iii.**
 - i. I have/will use the IRS Data Retrieval Tool to transfer my 2021 tax information into the FAFSA.
 - ii. I have attached a copy of my 2021 Tax Return Transcript or my **signed** 2021 IRS Tax Return (include all applicable Schedules) to this Worksheet.
 - iii. I will submit a copy of my 2021 Tax Return Transcript or my **signed** 2021 IRS Tax Return separately. Verification cannot be completed until the Office of Financial Aid has received all Tax Returns.

- b. I did not, will not, and am not required to file a 2021 IRS Tax Return. **Check either Box i or ii.**
 - i. I was not employed and did not earn income from work in 2021.
 - ii. I was employed in 2021. I have listed below my employer(s) and gross amount(s) earned, even if an IRS W-2 form was not issued. I have attached a copy(ies) of my 2021 Wage and Tax Statement(s) (Form W-2) or have submitted (or will submit) a copy separately. *Attach a separate page if necessary (with student’s name and Kean ID#).*

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

2. Parent – check box a or b:

- a. I/We have filed a 2021 IRS Tax Return. **Check Box i, ii or iii.**
 - i. I/We have/will use the IRS Data Retrieval Tool to transfer 2021 tax information onto the FAFSA.
 - ii. I/We have attached a copy of my/our 2021 Tax Return Transcript or **signed** 2021 IRS Tax Return (include all applicable Schedules) to this Worksheet.
 - iii. I/We will submit a copy of my/our 2021 Tax Return Transcript or **signed** 2021 IRS Tax Return separately. Verification cannot be completed until the Office of Financial Aid has received all Tax Returns.

- b. I/We did not, will not, and am not required to file a 2021 IRS Tax Return. Submit a **2021 Verification of Non-Filing Letter from the IRS AND check either Box i or ii.**
 - i. I/We were not employed and did not earn income from work in 2021.
 - ii. I/We were employed in 2021. I have listed below my/our employer(s) and gross amount(s) earned. I/We have attached a copy(ies) of 2021 Wage and Tax Statement(s) (Form W-2) or have submitted (or will submit) a copy separately. *Attach a separate page if necessary (with student’s name and Kean ID#).*

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

Certification and Signatures

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

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sent to prison, or both.