



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

**2023–2024 Verification Worksheet for Independent 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 spouse (if married) 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 spouse, 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.

**Independent 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

**Independent Student Family Information**

1. In the spaces below, list the names, ages, and relationships (to you) of the people in your household. Include:
  - Yourself.
  - Your spouse.
  - Your children, if any, if you will provide more than half of their support from July 1, 2023 through June 30, 2024, or if the child would be required to provide your information if they were completing a FAFSA for 2023–2024. Include children who meet either of these standards, even if they do not live with you. ***Do not include children age 26 and over if you do not provide more than half of their support.***
  - Other people if they now live with you and you 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.
2. If any person listed below 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</i>
		<i>Self</i>	<i>Kean University</i>	

Student Name: \_\_\_\_\_ Kean ID #: \_\_\_\_\_

**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 onto 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. Submit a **2021 Verification of Non-Filing Letter from the IRS AND 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. 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>

**\* Do not complete the following section if the student and spouse filed a joint tax return for 2021.**

**2. Spouse – 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 2021 tax information onto 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 of 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. Submit a **2021 Verification of Non-Filing Letter from the IRS AND 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. I have attached a copy(ies) of my 2020 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: \_\_\_\_\_

Spouse Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

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