



# Pacific Lutheran University

## 2022-2023 Verification Worksheet - Dependent V1

Your FAFSA has been selected by the Federal Student Aid processor for a review process called verification. Therefore, Financial aid program regulations (34 CFR, Part 668) requires PLU to check the accuracy of information provided on your 2022-23 FAFSA and send to the Federal Student Aid processor any necessary corrections identified in the verification process. **Your current aid offer is not final and all need-based student aid cannot be disbursed until verification has been completed.**

Student's Name: \_\_\_\_\_

Student's email Address: \_\_\_\_\_ Student phone #: \_\_\_\_\_

**1. As of today, FAMILY/HOUSEHOLD & COLLEGE INFORMATION (check and respond to each box)**

- List both biological/legal parents if they live together, regardless of their marital status. If not living together, list the parent with whom you lived most over the past 12 months. If you do not live with either parent, or lived with them equally, list the parent who provided the most financial support over the past 12 months. If this parent has remarried, step-parent must also be listed.
- List your siblings (brothers/sisters or step-brothers/sisters), even if they don't live with your parent(s), **BUT ONLY IF:**
  - A. Your parent(s) will provide more than half of their support from July 1, 2022 through June 30, 2023, **OR**
  - B. The sibling would be required to provide your parent's information when applying for Federal Student Aid on the FAFSA. Do not include foster children in the household.
- List other people **ONLY IF** they now live with your parents and your parents provide more than half of their support **and will continue** to provide more than half of their support from July 1, 2022 through June 30, 2023.

Name	Age	Relationship	College attending in 2022-23 (Half time or more) Do not list college if enrolled in Running Start or other college in high school programs.
XXXX Student completing this form XXX	Already on FAFSA	Self	Pacific Lutheran University
	Already on FAFSA	Parent1	# in college on FAFSA does not include parents
	Already on FAFSA	Parent2 (if applicable)	# in college on FAFSA does not include parents
		brother/sister #1	
		brother/sister #2	
		brother/sister #3	
		brother/sister #4	
		brother/sister #5	
		brother/sister #6	
		brother/sister #7	
		grandparent1	
		grandparent2	
		Other (describe below)	
		Other (describe below)	

If you need more space, attach a separate page.

Continue on the reverse side.

## 2022-2023 Verification Worksheet - Dependent V1 (page 2)

**2020 Income & Tax Documentation:** If you and/or your parent(s) were required to file a 2020 U.S. tax return, you have three options for providing this information to PLU:

- 1). If you successfully transferred your and your parents' tax information using the **IRS Data Retrieval Tool (DRT)** when you filed your FAFSA, you are done. If you did not, you can return to your online FAFSA and use the DRT to meet this requirement, **or**
- 2). Submit a **Tax Return Transcript** from the IRS website at <http://www.irs.gov/Individuals/Order-a-Transcript>. If parents currently live together and filed as "Married, filing separately", "Single", or "Head of Household" in 2020, both parents must request a Tax Return Transcript, (Call 800-908-4490 to obtain a TRDBV transcript if you were a victim of "Tax Administration Identity Theft" ) **or**
- 3). Submit photocopy or photocopies of **SIGNED** original 1040(s) that were submitted to the IRS, **including schedules 1, 2, 3.**

### 2. STUDENT'S TAX & INCOME INFORMATION (check only one box below)

- A. I have provided my 2020 U.S. Federal 1040 tax return using the IRS Data Retrieval Tool via the on-line FAFSA application, **or**
- B. I have attached either: 1.) A copy of my 2020 U.S. Federal **Tax RETURN Transcript** requested from [IRS.gov/transcript](https://www.irs.gov/transcript) OR.  
2.) A **SIGNED** copy of my original 1040 (Note: Attach Schedules 1, 2, or 3 if filed). If the Puerto Rican or a foreign tax return was filed, attach a signed copy of that tax return. **or**
- C. I did and was not required to file a 2020 U.S. income tax return. **If you did not work, enter \$0 for amount earned and "none" for employer.** If you worked, list below your employer(s) and amount(s) earned

Employer(s) <small>You must complete this section if you checked C. above</small>	2020 Amount Earned	W-2 Attached?
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No, explain below
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No, explain below
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No, explain below

### 3. PARENT'S TAX & INCOME INFORMATION (check only one box below unless parents filed taxes separately)

- A. Parent(s) provided their 2020 U.S. IRS 1040 tax return using the **IRS Data Retrieval Tool (DRT)** via the on-line FAFSA application, **Or**
- 1.) A 2020 **Tax RETURN Transcript** requested from [IRS.gov/transcript](https://www.irs.gov/transcript) (NOT the account transcript) **Or**  
2.) A **SIGNED** copy of their original IRS 2020 1040 (including schedules 1, 2, and 3, if filed). Attach Puerto Rican or foreign tax returns if filed.
- C. If parent did not file a 2020 1040, attach an **IRS Letter of Non-Filing** and list below any employer(s) and any earned income in 2020. **If parent(s) did not work, enter \$0 for amount earned and "none" for employer.** The IRS Letter of Non-Filing is obtained by requesting a tax transcript from [www.irs.gov/transcript](https://www.irs.gov/transcript). If the IRS website is not functioning, attach a letter signed by the parent, describing attempts to obtain a transcript or the statement of non-filing.

Employer(s) <small>You must complete this section if you checked C. above</small>	2020 Amount Earned	W-2 Attached?
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No, explain below
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No, explain below
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No, explain below

### 4. SIGN THIS WORKSHEET

By signing this worksheet, we certify that all the information reported on this worksheet is complete and correct. At least one parent must sign.

Student

Date

Parent

Date

*Warning: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.*

Submit documents to SFS by uploading documents to our secure portal at <https://etcentral.plu.edu/#/form/19> (PLU ePass is required), OR via fax at 253-535-8406, or U.S. Postal Service. Documents CANNOT be accepted if sent via email and will be deleted.