

Your FAFSA application was selected for review by the Department of Education in a process called Verification. Complete this worksheet and submit to Financial Aid and Scholarships. **Please reference your Self-Service for a complete list of required documentation.**

If the information on this form conflicts with the information on the FAFSA and/or is completed incorrectly, then additional documentation will be requested. You MUST include your (student's) name and CCU ID number on all documents submitted.

Failure to do so will result in a delay of the processing of your documents.

****Allow two to three weeks for processing. Please note the processing time of verification may be longer during peak periods.****

Student name _____ Last _____ First _____ SSN/ID _____

HOUSEHOLD and COLLEGE INFORMATION

List the people in your household, including:

- Yourself and your spouse (if applicable), **and**
- Your children, if you will provide more than half of their support* from July 1, 2023, through June 30, 2024, **and**
- Other family members, if they 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.

For any household member who will be attending college at least halftime in a degree, diploma or certificate program at an eligible postsecondary education institution between July 1, 2023, and June 30, 2024, include the name of the college. If a student is undecided, please list all schools they are currently considering.

Household Information: Please list all members of your household			
Full Legal Name of Household Member	Age	Relationship to Student	College (If applicable) No abbreviations or undecided
		Self/Student	Coastal Carolina University

***Support includes money, gifts, loans, housing, food, clothes, car, medical and dental care, payment of college costs, etc.**

If additional space is needed, please attach a separate page that includes the student's name and SSN/ID number at the top.

If the number in household has changed since completing the FAFSA, then please provide an explanation of the change along with this form. Failure to provide clarification (with this form) of any change will require additional documentation.

CERTIFICATION AND SIGNATURES

By signing this worksheet, I certify that all information reported is complete and accurate. *I understand that I may be required to provide additional documentation if information on this form conflicts with the FAFSA and/or other submitted documentation. (Typed and/or computer-generated signatures will not be accepted.)*

Student signature _____ Student printed name _____ Date _____

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

Additional Information:

I (and/or my spouse, if applicable) filed taxes in 2021. What must I do?

You (and/or your spouse, if applicable) will need to complete one of the following:

- Utilize the Data Retrieval Tool through the FAFSA, **(or)**
- Submit a signed copy of your and/or their 2021 Tax Return and copies of your and/or their 2021 W-2 forms, **(or)**
- Submit a copy of your and/or their 2021 Tax Return Transcript and separate 2021 W-2 forms.

➤ **Data Retrieval Tool Guide:**

1. Visit <https://studentaid.gov/h/apply-for-aid/fafsa> and enter your FSA Username and Password.
2. Scroll down and select “Edit FAFSA Form”
3. Create a Save Key and click “Next”
4. Scroll down and select “Enter Section” for student financials.
 - Select “Already Completed” from the drop-down menu.
 - Answer the questions regarding your tax filing status in 2021.
 - Click on “Proceed to IRS.” Click “OK” to accept IRS Data Retrieval Tool terms of use.
5. Enter all required information from your 2021 tax return and click “submit”
6. If you are told that your IRS tax information is not available, you will have to request a Tax Transcript (see below).
7. If your data is available, click the “Transfer My Tax Information into the FAFSA Form” check box and click “Transfer Now”
8. You will be returned to the FAFSA website. Proceed to the “Sign and Submit” section.
 - Enter your FSA ID Username and Password, select “Agree” and click on “Sign”
 - Select “Submit my FAFSA now”

➤ **Tax Return Transcript Guide:**

Online PDF Version/Mail Request:

1. Visit <https://www.irs.gov/individuals/get-transcript> and click “Get Transcript Online”
2. Click “Get Transcript Online”
3. Select **2021** under **RETURN TRANSCRIPT**. Our office cannot accept the Account Transcript.
4. If you are unable to retrieve a copy online, you may request a copy by mail. Click “Get Transcript by Mail” and enter all required taxpayer information exactly as it appears on your 2021 tax return. Transcripts are typically received within 5-10 business days.

Paper Request – IRS Form 4506-T (mailed to the IRS):

1. Visit IRS website for a copy of the 4506-T form <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>.
2. Complete all sections, as applicable. Do **NOT** request the transcript be sent to a third party. You must have the transcript mailed directly to the taxpayer.
3. Complete Line 6 with the **1040** form number and check **RETURN TRANSCRIPT**.
4. Complete Line 9 with the tax year being requested: **12/31/2021**
5. Sign, date, and mail or fax the form to the appropriate address on Page 2 of the form.

I am an independent student (my FAFSA does not require me to include parent information) and did not file taxes in 2021. What else must I do?

You (the student) and/or your spouse (if applicable) are required to submit the following:

1. Student Filing Verification Form

- Refer to Self-Service for access to this form.
- Provide copies of your (and spouse’s, if applicable) W-2 forms.

2. Verification of Nonfiling Letter from IRS

- Must be dated on or after October 1, 2022 to be acceptable.
- Refer to the directions on Self-Service and the Student Filing Verification Form for methods on obtaining this document.