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 _____ _____ SSN/ID _____
Last   First

HOUSEHOLD and COLLEGE INFORMATION

List the people in your parents' household, including:
- Yourself (even if you don't live with your parents), **and**
- Your parent(s) (including step-parent, if applicable) listed on the FAFSA. **Do NOT include a parent not living in the home due to divorce/separation**.
- Your parents' other children, even if they don't live with your parent(s), **if** (a) your parents will provide more than half of their support*, or (b) the children would be required to provide parental information when applying for Federal Student Aid.
- Other people if they 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, 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. For students who are undecided, you may list any schools they are currently considering. **If your parent(s) are attending college, please do not include the name of their university/college in table below.**

Household Information: Please list all members of your parent(s) 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 and/or college 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/we certify that all information reported is complete and accurate. *I/we understand that I/we 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**.)

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

_____   _____   _____
Student signature   Student printed name   Date

_____   _____   _____
Parent signature   Parent printed name   Date

Please return completed form to: Coastal Carolina University / Financial Aid and Scholarships / P.O. Box 261954 / Conway, SC 29528-6054
Faxes are accepted: 843-349-2347. Secure upload: www.coastal.edu/aidupload

<u>**Additional Information:**</u>

I (student) and/or my parent(s)/stepparent filed taxes in 2021. What must I/we do?

You (the student) and/or your parent(s)/stepparent 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 (including Schedules 1, 2, and 3 if filed) and copies of your and/or their 2021 W-2 and Schedule C 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 either parent or 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. You will need to repeat steps 4 and 5 for both parent and student, as applicable.
7. If you are told that your IRS tax information is not available, you will have to request a Tax Transcript (see below).
8. If your data is available, click the "Transfer My Tax Information into the FAFSA Form" check box and click "Transfer Now"
9. 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.
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 (the student) and/or my parent(s)/stepparent did not, will not and is/are not required to file a 2021 tax return. What must I/we do?

You (the student) and/or your parent(s)/stepparents are required to submit the following:

1. **Verification of Nonfiling Letter from the IRS (*Parent(s)/stepparent only*)**
   - Must be dated on or after October 1, 2022 to be acceptable.
   - Refer to the directions on Self-Service for methods on obtaining this document.

2. **Parent Filing Verification Form**
   - Refer to Self-Service for access to this form.
   - Provide all 2021 W-2 forms for your parent(s)/stepparent

3. **Student Filing Verification Form**
   - Refer to Self-Service for access to this form.
   - Provide all 2021 W-2 forms for you (the student)