



2023-2024 Dependent Verification Worksheet

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected by the U.S. Department of Education for a review process called “verification.” Before determining eligibility for federal student aid, federal regulations require that we verify the information reported on the FAFSA. Note: This form will also be used for verification for state aid eligibility.

NOTE: Our office may require additional documentation to resolve conflicting information.

Student Name \_\_\_\_\_ Banner ID \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number w/Area Code \_\_\_\_\_ Date of Birth \_\_\_\_\_

SECTION 1: HOUSEHOLD INFORMATION

- A. Parent Information
- List parent(s) in the household.
- If **parents are married to each other**, list both.
  - If **parents are unmarried but living together**, list both.
  - If **parents are divorced or separated**, list the parent the student lived with more during the 12 months. This should be the parent listed on the FAFSA. If that parent is remarried, list stepparent’s information.

Note: A legal guardian, grandparent, or foster parent is NOT considered a parent unless they have legally adopted the student.

Parent’s Full Name	Age	Relationship to Student

- B. Other Household Member(s) Information
- List **YOURSELF**.
  - List **your parents’ other children**, even if they do not live with your parents, if your parents will provide more than half of their support from July 1, 2023 to June 30, 2024.
  - List **other people 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, 2023 to June 30, 2024.
  - List **any household member who is unborn** and will be born between July 1, 2023 to June 30, 2024, please specify due date in the AGE column.

Full Name	Age	Relationship to Student	College of Attendance during 2023-24, if applicable (Do not include K-12)	Will be Enrolled at Least Half-Time (Yes or No)
		STUDENT	COS	

## SECTION 2: STUDENT INCOME INFORMATION & REQUIRED DOCUMENTATION

Students, please select **ONE** of the following:

- ☐ I did not work in 2021.
- ☐ I did work in 2021 but was not required to file a 2021 IRS Income Tax Return. *(Please submit W-2(s) for job(s) held in 2021).*
- ☐ I filed a 2021 IRS Income Tax Return and used the IRS Data Retrieval Tool on the FAFSA.
- ☐ I filed a 2021 IRS Income Tax Return. *(Please submit a signed copy of your 2021 IRS Federal Tax Return, including all schedules, or an IRS Tax Return Transcript.)*

## SECTION 3: PARENT INCOME INFORMATION & REQUIRED DOCUMENTATION

Parent/Stepparent(s), please select **ONE** of the following:

- ☐ I/We filed a 2021 IRS Income Tax Return and used the IRS Data Retrieval Tool on the FAFSA.
- ☐ I/We filed a 2021 IRS Income Tax Return. *(Please submit a signed copy of your 2021 IRS Federal Tax Return, including all schedules, or an IRS Tax Return Transcript.)*
- ☐ I/We worked in 2021 but were not required to file a 2021 IRS Income Tax Return. *(Please submit W-2(s) for job(s) held in 2021 for each parent/stepparent and an IRS Non-Filing letter for each parent/stepparent).*
- ☐ I/We did not work in 2021. *(Please submit an IRS Non-Filing letter for each parent/stepparent).*

## SECTION 4: STUDENT AND PARENT CERTIFICATION

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA/Dream Act must sign and date.

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

**Electronic signatures will not be accepted.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

## REQUESTING IRS DOCUMENTATION (TAX TRANSCRIPTS & NON-FILING LETTER)

### IRS Tax Return Transcript

An IRS Tax Return Transcript can be obtained online or by mail, free of charge, by visiting [www.irs.gov](http://www.irs.gov) and clicking on **GET YOUR TAX RECORD**. You can also call **1-800-908-9946** to order by mail. Be sure to request a "Return Transcript" and not an "Account Transcript".

### IRS Non-Filing Letter

If you did not file a 2021 federal income tax return and were not required to file, an IRS Non-Filing letter can be obtained online or by mail, free of charge, by visiting [www.irs.gov](http://www.irs.gov) and clicking on **GET YOUR TAX RECORD** or calling **1-800-908-9946**. To obtain an IRS Non-Filing letter, individuals must complete the process for requesting a tax transcript as listed above.

COS Financial Aid Office ~ Visalia, Tulare, Hanford ~

Please go to <https://www.cos.edu/en-us/admissions/forms> for document submission options.