

**University of New England Student Financial Services
2023-24 Standard Dependent Verification Worksheet**

Your FAFSA has been selected for a process called "Verification," which means the information reported on it is compared with tax and income documentation for accuracy. If any discrepancies are found, our office will make corrections to your FAFSA. When completing this form, use information from the parent(s) you live with most (the parent listed on the FAFSA). We reserve the right to request additional information if any conflicting information is found during the review of these documents. For more information, please visit www.une.edu/verification. **PLEASE thoroughly read and fully complete all six bullets.**

1) Provide student information:

Last Name	First Name	M.I.	910
			PRN (Personal Reference Number-Student ID)
Physical Home Address (not a PO Box)			Date of Birth
City	State	Zip	Phone number

2) List the members of your household including:

- Yourself (UNE student) AND your parent(s) you live with most, including step-parent if parent is remarried
- Other people if they live in the household and your parents provide more than half of their support and will continue to provide more than half of their support between July 1, 2023 and June 30, 2024. Include the name of the college for any household member (excluding parents) who will be attending college at least half-time between July 1, 2023 and June 30, 2024, in a program that leads to a college degree or certificate.

Full Name	Age	Relationship to you	College/University	Will be Enrolled at Least Half Time
UNE Student		Self	University of New England	Yes
Family Member #1				
Family Member #2				
Family Member #3				
Family Member #4				
Family Member #5				

** Please use the reverse side of this form for additional family members.

3) Use IRS Data Retrieval Tool on FAFSA or provide SIGNED copy of 2021 Federal Tax Return* including Schedules 1 - 3 and B - F and the specified documents below if the return includes any of the following:

- A Rollover: Submit copy of Form 5498 or proof of rollover to a new retirement account
- Business Income: **include K-1 Form 1065 from business return if Partnership is reported on Schedule E**

**Note: This is required regardless of whether or not the IRS Data Retrieval Tool (DRT) was used on the FAFSA. When in doubt whether or not you must provide your tax return, please contact our office to confirm.*

If you were not required to file a 2021 federal tax return and therefore did not, check the appropriate box below and list all income earned from work in 2021, including W2 earnings. If \$0 earned, please note as such. If earnings were from babysitting or yard work, please note as such.

☐ I (student) did not file a 2021 federal tax return and my total earnings were \$ _____ (Indicate amount, even if \$0)

☐ I (parent) did not file a 2021 federal tax return and my total earnings were \$ _____ (Indicate amount, even if \$0).

*Note: If parent did not file a 2021 federal return, **Verification of Non-Filing Letter** must be submitted which can be obtained from www.irs.gov.*

4) Provide copies of all 2021 W2s for student and parent(s) and statements from any federal and/or state benefit programs you received (including social security) during 2021.

5) Indicate if parent(s) listed on this form received child support during 2021 considering all children living in the household (*check one*):

☐ **YES:** Indicate total amount received in 2021 for all children in household \$ _____

Provide name of person who received the support: _____

List names of child(ren) for whom support was received: _____

☐ ***NO:** For parents who have never married, are divorced or remarried, and children included on this form who were 18 years of age or younger during 2021 ***provide an explanation why child support was not received** (if an adequate explanation is not provided, additional info may be requested): _____

6) Sign (*electronic/typed signatures are not acceptable*) to certify all information reported on this form is accurate and you agree to comply with all verification policies as stated by the University. Also, if additional documentation is requested due to conflicting information found during the verification process, you agree to submit the information needed to resolve the conflict.

Student

Date

Parent

Date



Incomplete forms and/or documentation will result in a delay in the verification process and your final financial aid award.



Mail documents to: 11 Hills Beach Rd, Biddeford, ME 04005 **Contact us at:** P (207) 602-2342 F (207) 602-5968 E sfs@une.edu www.une.edu/sfs