

Verification Process

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called “Verification”. Shaw University must receive and review additional information under the financial aid program rules (34 CFR, Part 668).

What is Verification?

Verification is a process which requires the school to collect additional documentation to review data reported on your 23-24 FAFSA and confirm its accuracy. Shaw University requires verification to be completed before financial aid can be awarded.

What data elements are reviewed?

The Financial Aid Office may be required to verify the following data elements on your FAFSA:

- Household Size
- Number in College (excluding parents for a dependent student)
- Adjusted Gross Income (parent and student if the student is dependent)
- Taxes Paid (parent and student if the student is dependent)
- Income Earned from Work (for non-tax filers)
- Certain Untaxed Income Items (parent and student if the student is dependent)
- Receipt of Food Stamps/SNAP Benefit
- Child Support Paid
- Any other inconsistent or conflicting information

How long will the verification process take?

Verification is typically processed within 15 business days of the date that all required documentation is received. If there are differences, in most cases, we will be able to send the corrections electronically to the federal processor to have your information reprocessed. If we must complete verification after you have received an initial award and it is necessary for us to adjust your award because of the information you submitted, a revised award letter will be emailed to you.

When is the Verification deadline?

Shaw University encourages you to submit verification documentation to us within two weeks of our request; however, you must submit documentation prior to the end of the academic year for which the documents have been requested. Failure to submit the documents timely may result in delays in or loss of financial aid eligibility.



Office of Financial Aid

V1 - STANDARD - 2023-2024 Dependent Verification Worksheet

Your application was selected for review in a process called "Verification". Verification is mandated by the U.S. Department of Education and requires schools to gather additional documentation to check the accuracy of information submitted on the FAFSA.

Section A: Information about You

Print the information requested below:

Student's Last Name First Name MI

Student's Address (Street # & Name)

Student's Shaw ID Number or SSN

City, State, Zip

Student's Home Phone # / Student's Cell Phone#

Student's Email Address

Section B: Information about You & Your Family

List the people in your parent's household, include:

- You and your parent(s), or stepparent, if they live together regardless of the marital status or the gender of your parents, even if you don't live with your parents
- Your parent's other children, even if they don't live with your parent(s), if your parent(s) (1) provide more than half of their support from July 1, 2023, through June 30, 2024, or (2) they would have to provide parental information when completing the 23-24 FAFSA.
- Other people if they now live with parent(s), if your parent(s) provide more than half of their support and will continue to do so from July 1, 2023, through June 30, 2024

Please list all family members as indicated below (You, parent(s), siblings, other dependents, etc.)

Full Name	Age	Relationship to Student	College attending in 2023-24	Will be Enrolled at least half-time (Yes or No)
1.		Self	Shaw University	
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Section C: Student's Filing Status

Please provide 2021 tax information for you.

- Signed copy of 2021 Federal Income Tax Return OR
- 2021 IRS Tax Return Transcript

To obtain a 2021 IRS Tax Return Transcript

- Go to www.irs.gov > Get Your Tax Record (Transcript) > Get Transcript Online, or call 1-800-908-9946
Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript"

OR

To provide the 2021 Tax Information via FAFSA

- Use the IRS Data Retrieval Tool (DRT), available on the FAFSA website, www.fafsa.ed.gov. Once you are logged into your 23-24 FAFSA, select make a FAFSA correction, and update the student financial information by importing your 2021 tax information.

Student – Check box that applies.

- ☐ The student **has used** the IRS DRT in FAFSA on the web to transfer 2021 IRS income tax return information into the student's FAFSA.
- ☐ The student **has not used** the IRS DRT in FAFSA on the web, but will use the tool to transfer 2021 IRS income tax return information into the student's FAFSA.
- ☐ The student is **unable or chooses not to use** the IRS DRT in FAFSA on the web, and instead will provide the institution with a **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules.**
- ☐ **Was employed** but was not required to file a 2021 Federal Tax Return. [Provide your 2021 W2's]
- ☐ Was **NOT** employed and had no income from work for 2021. [Provide a copy of the IRS Non-filing Letter]
- Go to www.irs.gov > File > Individuals > Your Information > Tax Record (Transcript) > Get Transcript Online, or call 1-800-908-9946

*Complete chart below and attach copies of ALL W2's or statements of earnings received. If there are no earnings, please put zeroes.

Name of Employer	2021 Amount Earned	IRS W-2 Attached?

Section D: Parent's Filing Status

Please provide 2021 tax information for parent(s).

- Signed copy of 2021 Federal Income Tax Return OR
- 2021 IRS Tax Transcript

To obtain a 2021 IRS Tax Return Transcript

- Go to www.irs.gov > Get Your Tax Record (Transcript) > Get Transcript Online, or call 1-800-908-9946
Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript"

OR

To provide the 2021 Tax Information via FAFSA

- Use the IRS Data Retrieval Tool (DRT), available on the FAFSA website, www.fafsa.ed.gov. Once you are logged into your 23-24 FAFSA, select make a FAFSA correction, and update the parent financial information by importing your 2021 tax information.

Parent(s) – Check box that applies.

- ☐ The parents **have used** the IRS DRT in FAFSA on the web to transfer 2021 IRS income tax return information into the student's FAFSA.
- ☐ The parents **have not used** the IRS DRT in FAFSA on the web, but will use the tool to transfer 2021 IRS income tax return information into the student's FAFSA.
- ☐ The parents are **unable or choose not to use** the IRS DRT in FAFSA on the web, and instead will provide the institution with a **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules.**
- ☐ **Was employed** but was not required to file a 2021 Federal Tax Return. [Provide your 2021 W2's and a copy of the IRS Non-filing Letter]
- ☐ Was **NOT** employed and had no income from work for 2021 [Provide a copy of the IRS Non-filing Letter]
- Go to www.irs.gov > File > Individuals > Your Information > Tax Record (Transcript) > Get Transcript Online, or call 1-800-908-9946

Student's Full Name (FML): _____

Student's Shaw ID Number: _____

*Complete chart below and attach copies of **ALL** W2's or statements of earnings received. If there are no earnings, please put zeroes.

Name of Employer	2021 Amount Earned	IRS W-2 Attached?

Section E: Certification Statement and Signatures

Each person signing this worksheet certifies that all of the information reported is complete and correct. **The student and at least one parent must sign.**

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

X _____
Print Student's Name ID#

X _____
Student's Signature (Required) Date

X _____
Parent/Stepparent's Signature (Required) Date

Return completed form and all requested documents to:

Shaw University
Office of Financial Aid
118 South Street, Raleigh, NC 27601
Fax: 919-546-8356

Both student and a parent must sign