

**Muskingum University**  
**2023-2024 Verification – Dependent Student**

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STUDENT NAME: \_\_\_\_\_ ID: \_\_\_\_\_

**1. VERIFICATION OF HOUSEHOLD SIZE AND NUMBER IN COLLEGE**

Full Name <small>List the name of each person you included in your household on the FAFSA (yourself, parents, siblings, etc.). For them to be included in your household, they must receive <u>at least half</u> of their financial support from your parent(s) between from 07/01/2023-06/30/2024</small>	Age	Relationship	College <small>list the name of the college for each person who is or will be enrolled <u>at least half time</u> any time between 07/01/2023-06/30/2024</small>
		<i>Self</i>	<i>Muskingum University</i>
		<i>Parent 1</i>	<i>N/A</i>
		<i>Parent 2 (or Stepparent)</i>	<i>N/A</i>

(Additional household persons can be listed on the back of this page)

**2. VERIFICATION OF 2021 INCOME INFORMATION**

**I. Student:**

- I earned income in **2021** and filed taxes. \*Attach a **SIGNED/DATED** copy of your **2021 Federal Tax Return & Schedules 1-3** or Tax Transcript to this form.
- I earned income in **2021** and transferred my **2021** tax information using the IRS Data Retrieval Tool
- I worked in **2021** and was not required to file a **2021** federal tax return.

Employer: \_\_\_\_\_ Amount: \_\_\_\_\_

\*Send a copy of your W2.

- I did not file and was not required to file a **2021** federal tax return and received \$0 income for **2021**.

**II. Parent(s):**

- My parent(s) earned income in **2021** and filed taxes. \*Attach a **signed** copy of their **2021 Federal Tax Return(s)** and Schedules 1-3 or Tax Transcript to this form. (see back for more information)
- My parent earned income in **2021** and transferred their **2021** tax information using the IRS Data Retrieval Tool
- \*My parent(s) did not file and was not required to file a **2021** federal tax return and earned income for **2021**.

Source: \_\_\_\_\_ Amount: \_\_\_\_\_

\*Send a copy of their w2

- \*My parent(s) did not file and were not required to file a **2021** federal tax return and received \$0 income for **2021**.

\*If your parent(s) did not file Federal tax returns for 2021, review the back side for directions on how to submit proof of non-filing.

**3. BY SIGNING BELOW, I CERTIFY THAT ALL OF THE INFORMATION REPORTED IS COMPLETE AND CORRECT. THE STUDENT AND ONE PARENT WHOSE INFORMATION WAS REPORTED ON THE FAFSA MUST SIGN AND DATE.**

\_\_\_\_\_  
 Student's Signature (electronic signatures will not be accepted)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent's Signature (electronic signatures will not be accepted)

\_\_\_\_\_  
 Date

### **Requesting a Verification of Non-Filing letter by Mail**

Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript. If no return is found a Verification of Non-Filing letter will be sent to your address on file with the IRS. When you receive your letter, send it along with this form to Student Financial Services.

### **Requesting a Verification of Non-Filing letter by Email @ [irs.gov/transcript](http://irs.gov/transcript)**

To register and use this service, you need: your [SSN](#), date of birth, filing status and mailing address from latest tax return, access to your email account, your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and a mobile phone with your name on the account. Click on Get Transcript Online, click on Create Account. You will receive a message that no transcript was found. Send to the Student Financial Services office.

**Request Verification of Non-Filing by Phone:** you may order proof of non-filing by calling 800-908-9946.

Please **allow 5 to 10 calendar days** for delivery.

**What tax returns to send?** Your Federal Tax Return is the 1040 (typically 1-2 pages) and if applicable Schedule 1, Schedule 2 and or Schedule 3 Form of the 1040. Look in the upper left-hand corner of each page to locate your schedules. Please sign and date one page of the 1040. Anywhere on the page will work. Do not send State or City tax forms.

(Additional Names only)

<b>Full Name</b> List the name of each person you included in your household on the FAFSA (yourself, parents, siblings, etc.). For them to be included in your household, they must receive <u>at least half</u> of their financial support from your parent(s) between from 07/01/2023-06/30/2024	<b>Age</b>	<b>Relationship</b>	<b>College</b> list the name of the college for each person who is or will be enrolled <u>at least half time</u> any time between 07/01/2023-06/30/2024

**Return Completed Form by mail:**

Muskingum University  
Student Financial Services  
260 Stadium Drive  
New Concord, OH 43762

**By FAX:**

740-826-8196

**Questions?**

740-826-8139