



# 2022-2023 Verification Worksheet

INDEPENDENT

Office of Financial Aid | 900 SE Baker Street | Unit A484 | McMinnville, OR 97128  
Phone 503.883.2225 | Fax 503.883.2486 | Email finaid@linfield.edu

Your 2022-2023 FAFSA (Free Application for Federal Student Aid) has been selected for a process called Verification. The U.S. Department of Education regulations requires Linfield University to verify the accuracy of the information you reported on your FAFSA. If you have questions about the verification process contact our office as soon as possible to avoid a delay in finalizing your financial aid.

### Helpful Hints:

**DRT:** IRS Data Retrieval Tool via FAFSA on the Web allows you to link your 2020 Federal tax information directly from the IRS to FAFSA (highly recommended).

**TRT:** Tax Return Transcript: A transcript can be obtained from the IRS of your 2020 Federal tax return by visiting [www.irs.gov/transcript](http://www.irs.gov/transcript), following the prompts to obtain "Get Transcript".

**IRS Verification of Non-Filing** may be requested by visiting [www.irs.gov](http://www.irs.gov).

### A: STUDENT INFORMATION:

Student Name \_\_\_\_\_ Linfield ID \_\_\_\_\_

Student Phone Number \_\_\_\_\_ Student Email \_\_\_\_\_

### B: FAMILY INFORMATION:

List the people in your household including:

- Yourself (student) and your spouse (if married )
- Your children or spouse’s children if you or your spouse will provide more than half of their support from July 1, 2022 through June 30, 2023.
- Other people only if they now live with you and you will provide more than half of their support from July 1, 2022 through June 30, 2023.

Please list the people in your household below:

Full Name	Age	Relationship	College/University	Half-Time/Full Time
		Self	Linfield University	

**C: STUDENT'S TAX AND INCOME INFORMATION (ALL APPLICANTS):**

STUDENT: DID YOU (STUDENT) FILE A FEDERAL TAX RETURN IN 2020?								
<input type="checkbox"/> No, I did not file, and was not required to file a 2020 Federal Tax Return.	➔	Did you work in 2020?						
		<input type="checkbox"/> No, I did not work in 2020, and I have attached a copy of my <b>"Verification of Non-Filing Letter"</b> from the IRS.						
		<input type="checkbox"/> Yes, I did work in 2020 and I have attached a copy of my <b>"Verification of Non-Filing Letter"</b> from the IRS ( <i>List all employers below and include all 2020 W2's</i> ).						
		<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 80%;">Name of Employer:</th> <th style="width: 20%;">Total Earned:</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Name of Employer:	Total Earned:				
Name of Employer:	Total Earned:							
<input type="checkbox"/> Yes, I filed a 2020 Federal Tax Return	➔	<input type="checkbox"/> I successfully used the IRS <b>DRT</b> on my FAFSA.						
		<input type="checkbox"/> I have attached SIGNED copy of my 2020 federal tax return or a copy of my <b>2020 IRS TAX RETURN TRANSCRIPT</b> .						

**D: SPOUSE'S TAX AND INCOME INFORMATION (IF STUDENT IS MARRIED):**

SPOUSE: DID YOU FILE A FEDERAL TAX RETURN IN 2020?								
<input type="checkbox"/> No, I did not file, and was not required to file a 2020 Federal Tax Return.	➔	Did you work in 2020?						
		<input type="checkbox"/> No, I did not work in 2020, and I have attached a copy of my <b>"Verification of Non-Filing Letter"</b> from the IRS.						
		<input type="checkbox"/> Yes, I did work in 2020 and I have attached a copy of my <b>"Verification of Non-Filing Letter"</b> from the IRS ( <i>List all employers below and include all 2020 W2's</i> ).						
		<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 80%;">Name of Employer:</th> <th style="width: 20%;">Total Earned:</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Name of Employer:	Total Earned:				
Name of Employer:	Total Earned:							
<input type="checkbox"/> Yes, I filed a 2020 Federal Tax Return	➔	<input type="checkbox"/> We filed a joint return, and have successfully used the IRS <b>DRT</b> on the FAFSA.						
		<input type="checkbox"/> I have attached SIGNED copy of my 2020 federal tax return or a copy of my <b>2020 IRS TAX RETURN TRANSCRIPT</b> .						

**E: REQUIRED SIGNATURES ON THIS WORKSHEET:**

This form must be **ink signed** by the student certifying all information is complete and correct as reported. Electronic signatures are not accepted. Forms with digital/electronic/typed signatures will be returned. Once form is signed, please submit to the Office of Financial Aid.

Student Signature (Required) \_\_\_\_\_ Date \_\_\_\_\_

Spouse Signature (Optional) \_\_\_\_\_ Date \_\_\_\_\_

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