



2023–2024 Verification Worksheet Independent Student

Your FAFSA was selected for verification. Student Financial Services (SFS) will compare your FAFSA to the information provided on this form and make necessary adjustments to finalize your financial aid. Visit mercyhurst.edu/verif for more information.

Options to
submit forms
and documents:

Mail: Mercyhurst Student Financial Services
501 East 38th Street
Erie, PA 16546

Email: sfsverif@mercyhurst.edu
Fax: 814-824-2072
(Redact SSN and Banking Information.)

Upload to Student's Self Service Portal:
Visit [mhurst/DOCS](https://mercyhurst.edu/DOCS) or scan the QR code.
(Student's Mercyhurst credentials required for login.)



Allow 2-3 weeks processing time after ALL forms and documents are received.

Student Information

Last Name	First Name	MI	Mercyhurst ID or Last 4 of SSN
-----------	------------	----	--------------------------------

Household Information

Read the instructions carefully. If more space is needed, attach a separate page with the student's name and ID listed at the top. Additional documentation may be required to verify household individuals listed and/or enrollment in postsecondary education.

List the people in the student's household. Include:

- 1) The student **and student's spouse (if married)**.
- 2) The **student's or spouse's** children if the student and/or spouse will provide more than half of their support from July 1, 2023, through June 30, 2024.
- 3) Other individuals living in the household IF the student will provide more than half of their support from July 1, 2023, through June 30, 2024.
- 4) Fill in the name of the college for any household member who will be attending college at least half-time from July 1, 2023, through June 30, 2024. Attending college is defined as being enrolled in a degree, diploma, or certificate program. Do not include family members who are enrolled in U.S. military service academies.

Full Name (List student first)	Age	Relationship to student	Name of college for anyone (except parent) who will be attending at least half-time in 2023-2024
		<i>Self</i>	<i>Mercyhurst University</i>

Tax Filer Documents – Student and/or Spouse (if applicable)

If the student and/or spouse (if applicable) filed a **2021 IRS Form 1040 Income Tax Return**, indicate below how the information will be provided to SFS. If the student and/or spouse did NOT and will NOT file a 2021 tax return, that student and/or spouse should skip to the Non-Tax Filer section(s) further below.

Student	Spouse (if applicable)	Ways to provide your 2021 Income Tax Documents to SFS
<input type="checkbox"/>	<input type="checkbox"/>	I used the IRS Data Retrieval Tool (DRT) to import my 2021 income tax information into the FAFSA.
<input type="checkbox"/>	<input type="checkbox"/>	I am attaching a SIGNED AND DATED copy of my 2021 IRS FORM 1040 INCOME TAX RETURN (including Schedules 1, 2 and 3, if applicable). If a copy is not available, a free 2021 Tax Return Transcript can be requested online at irs.gov/individuals/get-transcript , by calling 1-800-908-9946, or by submitting Form 4506-T to the IRS.
<input type="checkbox"/>	<input type="checkbox"/>	I have a UNIQUE TAX SITUATION and have attached the required documents for verification based on my situation. A list of required documents for each unique situation can be found at mercyhurst.edu/verif . Check your tax situation(s): <input type="checkbox"/> Victim of Identity Fraud <input type="checkbox"/> Filed a Foreign Tax Return <input type="checkbox"/> Filed an Amended 1040X

Non-Tax Filer Documents – Student and/or Spouse (if applicable)

Individuals who did NOT file a 2021 tax return must complete the information below and are required to provide copies of all 2021 W-2 forms** AND a 2021 IRS Verification of Non-Filing Letter that can be obtained online at irs.gov/individuals/get-transcript or by submitting [Form 4506-T](#) with box 7 selected to the IRS.

<p>Student, complete this section if you did NOT file a 2021 tax return.</p>	<p>Did you work at all in 2021?* (Check only one.) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> IRS Verification of Non-Filing Letter is attached.</p> <p>Problems obtaining your IRS Verification of Non-Filing Letter? Check the box below and provide your signature. <input type="checkbox"/> I certify I was unable to obtain an IRS Verification of Non-Filing Letter. I further certify that I did not file and was not required to file a 2021 federal tax return. Signature: _____</p>	<p>If "Yes," you must provide copies of all 2021 W-2 forms.** <input type="checkbox"/> 2021 W-2 forms included</p>
<p>Student's Spouse, complete this section if you did NOT file a 2021 tax return</p>	<p>Did you work at all in 2021?* (Check only one.) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> IRS Verification of Non-Filing Letter is attached.</p> <p>Problems obtaining your IRS Verification of Non-Filing Letter? Check the box below and provide your signature. <input type="checkbox"/> I certify I was unable to obtain an IRS Verification of Non-Filing Letter. I further certify that I did not file and was not required to file a 2021 federal tax return. Signature: _____</p>	<p>If "Yes," you must provide copies of all 2021 W-2 forms.** <input type="checkbox"/> 2021 W-2 forms included</p>

* Any type of work where you earned money. Examples could be employed by another, self-employment, etc.

** In cases of self-employment or missing W-2 forms, complete the Verification of Non-filing Self Certification form at mhur.st/SFS.

Certification and Signatures

By signing this worksheet, the student certifies that all the information reported is complete and correct. The student must sign and date the form.

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.



Acceptable signatures include blue or **black ink, an electronic signature using a stylus or finger, or an image of the individual's signature** affixed to the form. Typed signatures using font text will NOT be accepted.

Student Signature

Phone Number

Date