Student Financial Aid and Scholarships

Your Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "Verification". During this process, Student Financial Aid (SFA) will compare information from your FAFSA with information from the Internal Revenue Service (IRS). If necessary, SFA will make corrections to your FAFSA, and your financial aid may be adjusted. Check your **To Do List and Holds** in your MyBGSU, on a **regular-basis** for other outstanding items to avoid possible delays in processing.

Carefully read these instructions before filling out the remainder of this form.

- **Complete each section or it may be returned.** Do not leave any section blank; if it doesn't apply, write N/A. If more space is needed, attach a separate page. Be sure to add the student's name and BGSU ID Number on each page.

- **Common errors that cause form to be returned:**
  - Step 6 – leaving employer and earned income fields blank
  - Step 7 – signing electronically or not all signatures on the form

- Upload and submit all completed forms by the suggested deadlines below for aid to show up on your semester billing. Upload forms at http://sfa.bgsu.edu/upload

  Summer Semester 2023: March 17, 2023

  Fall Semester 2023: June 16, 2023

  Spring Semester 2024: November 10, 2023

- **2023-2024 Financial Aid Offers available:**
  - New Students/Incoming Freshmen – mid February 2023
  - Continuing Students/Transfer Students – early April 2023

BGSU - VERIFICATION WORKSHEET FOR INDEPENDENT STUDENTS
2023-2024

STEP 1 – CONTACT INFORMATION

_____   _____

Student Last Name   First Name   M.I.   BGSU ID Number

_____   _____

Address (include apt. no.)   Student Phone Number

_____

City   State   Zip Code

STEP 2 - MARITAL STATUS

What is your **current** marital status as reported on the FAFSA?

	Never Married	Effective date of **current** marital status: (mm/dd/yy)
	Married/Remarried	
	Divorced	
	Separated	_____
	Widowed	

STEP 3 - HOUSEHOLD INFORMATION

- Include children and step-children if you will provide more than half of their financial support from July 1, 2023, through June 30, 2024, even if the children do not live with you.
- Include other people if they now live with you; and you will provide more than half of their support during July 1, 2023 through June 30, 2024.
- Include the college that any household member will be attending at least half time between July 1, 2023 and June 30, 2024. They must be enrolled in a college degree or certificate program, *not* post-secondary as a high school student.

Relationship to Student	Full Name of Household Members	Date of Birth	College Attending
Student			BGSU
Spouse			
☐ Child ☐ Step-Child			
☐ Child ☐ Step-Child			
☐ Child ☐ Step-Child			
☐ Other: _____			

STEP 4 – Child Support Paid   BGSU ID#

If you and/or your spouse **paid** (not received) any child support in 2021, **complete the chart below**; otherwise mark N/A and proceed directly to STEP 5.

Report all child support **paid** in 2021 for all children **not included** in the Household Information in Step 3:

Name of Student and/or Spouse who **Paid** Child Support	Amount	Name(s) and Age(s) of Children
Name	*$ 124/month or $1488/year*	*Jane Doe 10yrs old., John Doe 8yrs old*

STEP 5 – TAX INFORMATION – check **one** box below for each person

Student	**Spouse**
☐ I filed a 2021 Federal Tax Return and used the IRS data retrieval on my FAFSA **OR** I filed a 2021 Federal Tax Return and am attaching a copy of my 2021 IRS Tax Return Transcript or a signed copy of my 2021 IRS Tax Return and all Schedules ~~~~~~~~~~~~~~~~~~~~~~~~~ ☐ I <u>did not work</u> in 2021 and did not file a 2021 Federal Tax Return. I am attaching my 2021 IRS Verification of Non-filing Letter (VNF), or I attempted but was unable to obtain a VNF. **OR** ☐ I worked in 2021 but was <u>not required to file</u> a 2021 Federal Tax Return. I am attaching my 2021 IRS Verification of Non-filing Letter (VNF), or I attempted but was unable to obtain a VNF. Must submit copies of 2021 W-2's.	☐ I filed a 2021 Federal Tax Return and used the IRS data retrieval on the FAFSA **OR** I filed a 2021 Federal Tax Return and am attaching a copy of my 2021 IRS Tax Return Transcript or a signed copy of my 2021 IRS Tax Return and all Schedules ~~~~~~~~~~~~~~~~~~~~~~~~~ ☐ I <u>did not work</u> in 2021 and did not file a 2021 Federal Tax Return. I am attaching my 2021 IRS Verification of Non-filing Letter (VNF), or I attempted but was unable to obtain a VNF. **OR** ☐ I worked in 2021 but was <u>not required to file</u> a 2021 Federal Tax Return. I am attaching my 2021 IRS Verification of Non-filing Letter (VNF), or I attempted but was unable to obtain a VNF. Must submit copies of 2021 W-2's.

2021 Federal Tax Return Transcripts and 2021 IRS Verification of Non-filing Letters can be requested from https://www.irs.gov/individuals/get-transcript.

STEP 6 - INCOME INFORMATION – **MUST** be completed even if IRS Data Retrieval tool used on FAFSA

List all 2021 employers and amounts earned in the box below, even if no W-2 was issued. Attach a separate page with the student's name and BGSU ID if more space is needed. If you didn't work in 2021, enter N/A under 2021 Employer Name and $0 under 2021 Wages (**don't leave it blank**).

Non-Tax Filers: If you were not required to file a return but worked during 2021, list all employers and the amounts earned below. **You must also submit copies of your 2021 W-2's.** If you don't have a copy of your 2021 W-2, request a 2021 Wage and Income Transcript from the IRS at www.irs.gov.

2021 Income	**2021 Employer Name**	**2021 Wages** (Use box 1 on Form W-2. If no W-2 was issued, list all earnings from job.)
Student		$
		$
Spouse		$
		$

STEP 7 - SIGN THIS WORKSHEET

Each person signing this form certifies that all the information reported is complete and accurate. The student and spouse, if applicable, must provide a signature and date. **PLEASE DO NOT SIGN ELECTRONICALLY.**

_____   _____

Student Signature   Date

_____   _____

Spouse Signature   Date

STEP 8 – SUBMIT FORMS

Using our document upload ensures your documents will be processed in a timely manner.

**UPLOAD & SUBMIT completed SFA forms at:
http://sfa.bgsu.edu/upload**

OR

FAX: 419-372-0404
        (allow 2-3 business days to process)

HAVE QUESTIONS?

If you need assistance completing this form you may contact a financial aid advisor by calling 419-372-2651, M-F, 8:00 am – 5:00 pm.

Ask your question online using our secure web portal at: https://sfa.bgsu.edu/asksfa