



# VERIFICATION WORKSHEET

## 2022-2023 Academic Year

Office of Financial Assistance  
 1501 W Bradley Avenue  
 Peoria, IL 61625  
 309-677-3089  
 Secure Portal: bradley.leapfile.net

BU ID# \_\_\_\_\_

### Step 1 - Student Information

X X X - X X - \_\_\_\_\_

Student Last Name	First Name	MI	Student SSN (last four digits)
Home Address		Date of Birth	
Home City	State	Zip	Student Cell Phone Number
Student Email Address		Parent Email Address	

### Step 2 – Family Information

In the chart below include those *in your household* for the 22-23 school year:

If you are a **dependent** student, please list the following:

- Yourself
- Your parent(s) **in your household** (including a stepparent)
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2022, through June 30, 2023, or if the other children would be required to provide parental information if they were completing a FAFSA for 2022-2023. Include children who meet either of these standards, even if a child does not live with the parents
- Other people if they now live with the parents and the parents provide more than half of the other person's support, and will continue to provide more than half of that person's support through June 30, 2023

If you are an **independent** student, please list the following:

- Yourself
- Your spouse if you are married
- The student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2022 through June 30, 2023.
- Other people if they now live with the student and the student or spouse provides more than half of the other person's support, and will continue to provide more than half of that person's support through June 30, 2023

Full Name	Age	Relationship	Name of COLLEGE for 2022-23 <small>(attending at least half-time in a degree, diploma or certificate program)</small>	Will be Enrolled at Least Half Time for 22-23 (Yes or No)
		Self	Bradley University	

**Step 3 – Student’s Tax Filing Status – Calendar Year 2020**

- \_\_\_\_\_ Student had **no income** in 2020.
- \_\_\_\_\_ Student **has used** the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2020 IRS income tax return information into the student’s FAFSA. **Complete the table below and attach documentation\***.
- \_\_\_\_\_ Student **has not yet used** the IRS Data Retrieval Tool in *FAFSA on the Web*, but will use the tool to transfer 2020 IRS income tax return information into the student’s FAFSA. **Complete the table below and attach documentation\***.
- \_\_\_\_\_ Student is **unable or chooses not to use** the IRS Data Retrieval Tool in *FAFSA on the Web*, but will provide the school with a **signed** copy of the **2020 IRS Federal 1040 (with Schedules 1, 2 & 3)**. **Complete the table below and attach documentation\***.
- \_\_\_\_\_ Student had income in 2020 but **did not file** a federal tax return. **Complete the table below and attach documentation\***.
  - Provide an IRS Verification of Non-Filing Letter (only if the student is considered **Independent**)

Sources of Income or Employer’s Name	IRS W-2 and/or Sch 1 & C/CEZ/F/K-1 MUST Be Provided	Amounts earned in 2020
	<input type="checkbox"/>	
	<input type="checkbox"/>	

**\* You MUST provide a copy of 2020 IRS W-2(s) issued to the student by their employer or the Schedule 1 along with C/CEZ/F/K-1**

**Step 4 – Parent(s) or Student’s Spouse Tax Filing Status – Calendar Year 2020**

- \_\_\_\_\_ Had **no income** in 2020.
  - Provide an IRS Verification of Non-Filing Letter
- \_\_\_\_\_ **Has used** the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2020 IRS income tax return information into the student’s FAFSA. **Complete the table below and attach documentation\***.
- \_\_\_\_\_ **Has not yet used** the IRS Data Retrieval Tool in *FAFSA on the Web*, but will use the tool to transfer 2020 IRS income tax return information into the student’s FAFSA. **Complete the table below and attach documentation\***.
- \_\_\_\_\_ **Unable or chooses not to use** the IRS Data Retrieval Tool in *FAFSA on the Web*, but will provide the school with a **signed** copy of the **2020 IRS Federal 1040 (with Schedules 1, 2 & 3)**. **Complete the table below and attach documentation\***.
- \_\_\_\_\_ Had income in 2020 but **did not file** a federal tax return. **Complete the table below and attach documentation\***.
  - Provide an IRS Verification of Non-Filing Letter

Sources of Income or Employer’s Name	IRS W-2 and/or Sch 1 & C/CEZ/F/K-1 MUST Be Provided	Amounts earned in 2020
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

**\* You must provide a copy of 2020 IRS W-2(s) issued to the parent(s) by their employer or the Schedule 1 along with C/CEZ/F/K-1**

**Step 5 – Certification:** By signing I certify that all of the information reported is correct. A **hand written signature**, not typed, is required:

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent’s Signature (or student spouse’s signature if married)

\_\_\_\_\_  
Date

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