



VERIFICATION WORKSHEET

2023-2024 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

Student Last Name	First Name	MI	X X X - X X - _____ 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 23-24 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, 2023, through June 30, 2024, or if the other children would be required to provide parental information if they were completing a FAFSA for 2023-2024. 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, 2024

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, 2023 through June 30, 2024.
- 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, 2024

Full Name	Age	Relationship	Name of COLLEGE for 2023-24 <small>(attending at least half-time in a degree, diploma or certificate program)</small>	Will be Enrolled at Least Half Time for 23-24 (Yes or No)
		Self	Bradley University	

Step 3 – Student’s Tax Filing Status – Calendar Year 2021

- _____ Student had **no income** in 2021.
- _____ Student **has used** the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2021 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 2021 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 **2021 IRS Federal 1040 (with Schedules 1, 2 & 3)**. **Complete the table below and attach documentation***.
- _____ Student had income in 2021 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 2021
	<input type="checkbox"/>	
	<input type="checkbox"/>	

*** You MUST provide a copy of 2021 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 2021

- _____ Had **no income** in 2021.
 - Provide an IRS Verification of Non-Filing Letter
- _____ **Has used** the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2021 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 2021 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 **2021 IRS Federal 1040 (with Schedules 1, 2 & 3)**. **Complete the table below and attach documentation***.
- _____ Had income in 2021 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 2021
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

*** You must provide a copy of 2021 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.