



Office of Student Financial Aid
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 Fax: 901.678.3590
 Web: www.memphis.edu/financialaid
 Online: [Contact Us](#)

2023 - 2024 DEPENDENT Verification Worksheet (DPVW24)

INSTRUCTIONS:

Your FAFSA was selected by the U.S. Department of Education for a review process called "Verification." **Verification must be completed before a financial aid offer can be made and before any federal aid can be credited to your student account.** If there are differences between your FAFSA and the information included on this form and other documents, we will update your FAFSA, recalculate your aid eligibility, and make award offers/updates as appropriate. Please complete **ALL** sections of this worksheet, attach requested documentation, and sign and return to the Office of Student Financial Aid. **Verification cannot be completed until all requested documents are received and reviewed.** More information on the verification process can be found [here](#).

A. STUDENT INFORMATION

Student Name: _____ U ID Number: _____
 SSN (last four): XXX-XX-_____ Date of Birth: _____
 Permanent Address: _____
 City/State/Zip: _____ Phone: _____

B. HOUSEHOLD INFORMATION

1. **PARENT(S)** – List the names, ages, and relationship to the student for **all persons in your parent’s household including:**
- If your parents are not married, or are not living together, list the parent who provides most of your care.
 - If your parents are divorced, list your primary parent.
 - If your primary parent is remarried, list your primary parent **AND** your stepparent.

Full Name	Age	Relationship to Student (circle one for each parent)
		Parent 1 (father, mother, stepparent)
		Parent 2 (father, mother, stepparent)

2. **SIBLING/OTHER(S)** – List the people your parent(s)/stepparent will support between **July 1, 2023 through June 30, 2024**. Also write in the name of the college/university for any siblings who will be enrolled in a degree or certificate program in at least half-time status between **July 1 2023 through June 30, 2024**. If you need more space, attach a separate page.
- **Sibling(s)** – Include all dependent children, even if they are not living in the household **ONLY IF:**
 - Your parent(s) provide more than half of their support; **OR**
 - The sibling(s) would be required to give parental information when applying for Federal student aid.
 - **Other member(s)** - Include other people as part of your family **ONLY IF:**
 - They lived with your parent(s); **AND**
 - Received more than half of their support from your parent(s) at the time you completed the FAFSA; **AND**
 - They will continue to get more than half of their support from your parent(s) between **July 1, 2023 through June 30, 2024**. **Additional documentation may be requested*

Full Name	Age	Relationship to Student	College

C. STUDENT TAX/INCOME INFORMATION

1. DID YOU (THE STUDENT) FILE A FEDERAL INCOME TAX RETURN FOR 2021? YES NO

1A. IF YOU ANSWERED **YES**, YOU DID FILE, CHECK THE OPTION THAT APPLIES.

- OPTION 1** - I used the **IRS Data Retrieval Tool** to transfer my 2021 IRS income information into my FAFSA.
- OPTION 2** - I am attaching (or will submit) my **2021 IRS tax return transcript(s)**. You can obtain a free federal tax return transcript by going to www.irs.gov and clicking "Get Your Tax Record."

1B. IF YOU ANSWERED **NO**, YOU DID NOT FILE, CHECK THE OPTION THAT APPLIES.

- OPTION 1** - I did not work, did not earn income, and was not required to file taxes in 2021.
- OPTION 2** - I worked/earned income in 2021 and have W-2s and/or unemployment documentation for all of it.
 - I am attaching (or will submit) a copy of **all** my **2021 W-2s** and/or **unemployment documents**.
- OPTION 3** - I worked/earned income in 2021, but do not have W-2s OR my W-2s combined with my unemployment documents do not reflect my full earnings for 2021.
 - I am listing all income sources and amounts for 2021 in the box below. **Failure to do so will result in the form being considered incomplete and unacceptable.**
 - I am attaching (or will submit) a copy of **all** my **2021 W-2s** and/or **unemployment documents** that are available to me.

This table is **REQUIRED** if you selected Option 3

Income Source	2021 Amount
Example 1: Mowed Lawns	Example 1: \$500

D. PARENT TAX/INCOME INFORMATION - TO BE COMPLETED BY THE PARENT(S) ONLY

1. DID YOU (THE PARENT) FILE A FEDERAL INCOME TAX RETURN FOR 2021? YES NO

1A. IF YOU ANSWERED **YES**, YOU DID FILE, CHECK THE OPTION THAT APPLIES.

- OPTION 1** - I used the **IRS Data Retrieval Tool** to transfer my 2021 IRS income information into my FAFSA.
- OPTION 2** - I am attaching my **2021 IRS tax return transcript(s)**. You can obtain a free federal tax return transcript by going to www.irs.gov and clicking "Get Your Tax Record."

1B. IF YOU ANSWERED **NO**, YOU DID NOT FILE, CHECK THE OPTION THAT APPLIES.

- OPTION 1** - I did not work, did not earn income, and was not required to file federal taxes in 2021.
 - I am attaching a **required Verification of Non-Filing Letter** from the IRS. Instructions to obtain the Verification of Non-Filing Letter from the IRS can be found [here](#).
- OPTION 2** - I worked/earned income in 2021 and have W-2s and/or unemployment documentation for all of it.
 - I am attaching (or will submit) a copy of **all** my **2021 W-2s** and/or **unemployment documents** **AND**
 - I am attaching a **required Verification of Non-Filing Letter** from the IRS. Instructions to obtain the Verification of Non-Filing Letter from the IRS can be found [here](#).
- OPTION 3** - I worked/earned income in 2021, but do not have W-2s OR my W-2s combined with my unemployment documents do not reflect my full earnings for 2021.
 - I am listing all income sources and amounts for 2021 in the box below (**failure to do so will result in this form being considered incomplete and unacceptable**) **AND**
 - I am attaching a **required Verification of Non-Filing Letter** from the IRS. Instructions to obtain the Verification of Non-Filing Letter from the IRS can be found [here](#).

This table is **REQUIRED** if you selected Option 3

Income Source	2021 Amount
Example 1: Mowed Lawns	Example 1: \$500

E. CERTIFICATION AND SIGNATURES (Student AND parent signatures required for dependent students)

By signing this form, I hereby certify that all statements and information provided on this form are true, complete, and correct to the best of my knowledge and will provide proof if requested. I authorize University of Memphis officials to verify any information on this form by contacting any person/organization. I understand it is a crime and a violation of the University of Memphis Student Code of Conduct to purposefully give false or misleading information on this form, which may be subject to a fine, imprisonment, and University of Memphis sanctions.

Student Signature: _____ Date: _____
(TYPED SIGNATURES CANNOT BE ACCEPTED)

Parent Signature: _____ Date: _____
(TYPED SIGNATURES CANNOT BE ACCEPTED)