DEPENDENT VERIFICATION WORKSHEET (V5)
2023 – 2024

AGGREGATE VERIFICATION

Your application for financial aid was selected for review in a process called "**Verification**". Please submit the documentation as soon as possible but no later than 120 days after your last day of enrollment, or by September 2024, whichever occurs first. No funds will be disbursed until the verification process is completed. Failure to complete the verification process by the deadline will result in your ineligibility for Title IV funds for the award year. The law states we have the right to ask you for this information before awarding any federal aid. If there are differences between the information supplied on your federal application and your financial documents, we will need to correct this information. *We must review the required information under the financial aid program rules (34 CFR, Part 668).*

The Department of Education has requested that the institution verify certain items for a student selected for this review. All verification items listed on this worksheet must be verified to determine Title IV eligibility.

** Your tax information will not be necessary if you and/or your parent(s) were able to retrieve your tax information using the IRS Data Retrieval Tool when completing the 2023-2024 FAFSA and no changes were made after the information was retrieved.

To review the status of your awards, please visit your GCU Student Portal at http://gcuportal.gcu.edu/.

All fields are required to be completed. If you have any questions, please contact your GCU Student Services Counselor (SSC).

A. Student Information

STUDENT NAME: _____ GCU STUDENT NUMBER: _____

Address: _____ Date of Birth: _____

City: _____ State: _____ Zip: _____ Phone No.: _____

B. Family Information

List the people in your parent's household. Include:

- Yourself and your parent(s) even if you don't currently reside with them. Include stepparent if he lived in the household
- Your parent(s)' other children if your parent(s) will provide more than half their 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 they do not live with your parent(s). If a child is between the ages of birth and one year, please list the age as "1"
- Any unborn child who is scheduled to be born between July 1, 2023 through June 30, 2024 should be listed with an age of "0" with the relationship noted as "unborn child"
- Other people if they lived with your parent(s) and received more than half their support from your parent(s) and will continue to receive more than half their support from your parent(s) through June 30, 2024 .

Full Name	Age	Relationship	Full Name of College (No Acronyms)*
		Self	Grand Canyon University

*Household members (excluding the parents of the dependent student) must be enrolled at least half time as a 'regular' student in a degree/ certificate granting program between July 1, 2023 and June 30, 2024.

C. Source of Income – Student: COMPLETE EITHER SECTION 1 OR SECTION 2

Instructions: *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool, go to studentaid.gov/h/apply-for-aid/fafsa, log into your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2021 IRS income tax information into your FAFSA.*

1. **Student: Tax Filer**
   Check the box that applies:

☐ I have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2021 IRS income information into my 2023-2024 FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *GCU will use the IRS information that was transferred for the verification process.*

☐ I am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and will submit to the school a 2021 IRS Tax Return Transcript or, if I'm unable to obtain a transcript, a signed paper copy of the 2021 IRS tax return that was submitted to the IRS.
   You may find the transcript at https://www.irs.gov/individuals/get-transcript and then click "Get Transcript Online." You must have access to a valid email address, a text-enabled mobile phone in your name, and specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). Make sure to request the "Return Transcript" and not the "Account Transcript." If "Get Transcript Online" is not available, click on "Get Transcript by Mail" or call 1-800-908-9946.

   ☐ *Check here if your IRS Tax Return Transcript(s) or signed tax return(s) is attached to this worksheet.*
   ☐ *Check here if your IRS Tax Return Transcript(s) or signed tax return(s) will be submitted to GCU later. Verification cannot be completed until the IRS Tax Return Transcript(s) or signed tax return(s) has been submitted to GCU.*

2. **Student: Non-Tax Filer** *Complete this section if C.1 above did not apply and you will not file and were not required to file a 2021 income tax return with the IRS.*

☐ I was not employed, had no income earned from work in 2021, and was not required to file a tax return; **OR**

☐ I was employed in 2021 but was not required to file a tax return. Listed below are the names of all of my employers and the amount earned from each employer in 2021. **W-2s are required from all employers.**

DO NOT leave the section below blank. Enter "none" if you did not earn income in 2021 or enter the amount of income earned during 2021.

Student's Source of Income	2021 Amount	W-2 Attached? If not, why?
	$	
	$	
	$	
	$	

D. Source of Income – Parent(s): COMPLETE EITHER SECTION 1 OR SECTION 2

1. **Parent(s): Tax Filer**
   Check the box that applies:

☐ <u>I have used</u> the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2021 IRS income information into my 2023-2024 FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *GCU will use the IRS information that was transferred for the verification process.*

☐ <u>I am unable or choose not to use</u> the IRS Data Retrieval Tool in FAFSA on the Web, and will submit to the school a 2021 IRS Tax Return Transcript or, if I'm unable to obtain a transcript, a signed paper copy of the 2021 IRS tax return that was submitted to the IRS.

    You may find the transcript at https://www.irs.gov/individuals/get-transcript and then click "Get Transcript Online." You must have access to a valid email address, a text-enabled mobile phone in your name, and specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). Make sure to request the "Return Transcript" and not the "Account Transcript." If "Get Transcript Online" is not available, click on "Get Transcript by Mail" or call 1-800-908-9946.

    ☐ *Check here if your IRS Tax Return Transcript(s) or signed tax return(s) is attached to this worksheet.*

    ☐ *Check here if your IRS Tax Return Transcript(s) or signed tax return(s) will be submitted to GCU later. Verification cannot be completed until the IRS Tax Return Transcript(s) or signed tax return(s) has been submitted to GCU.*

2. **Parent: Non-Tax Filer** Complete this section if D.1 above did not apply and you will not file and were not required to file a 2021 income tax return with the IRS. **You must also submit an IRS "Verification of Non-filing Letter"** (VONF) dated on or after 10/1/2022 for tax year 2021 whether or not you were employed.

    You may find the form at https://www.irs.gov/individuals/get-transcript and then click "Get Transcript Online". You must have access to a valid email address, a text-enabled mobile phone in your name, and specific financial account numbers (such as a credit card number or an account number for a home or auto loan). Make sure to request the "Verification of Non-filing Letter", and in the Tax Year field, select "2021". If "Get Transcripts Online" is not available, click on "Get Transcripts by Mail" or call 1-800-908-9946. If you are unable to obtain a VONF, please contact your SSC to complete a "Statement of Non-filing" form.

☐   I (we) was not employed, had no income earned from work in 2021, and was not required to file a tax return; OR

☐   I (we) was not employed in 2021 but was not required to file a tax return. Listed below are the names of all my employers and the amount earned from each employer in 2021. **W-2s are required from all employers.**

DO NOT leave the section below blank. Enter "none" if you did not earn income in 2021 or enter the amount of income earned during 2021.

Parent 1 Source of Income	2021 Amount	W-2 Attached? If not, why?
	$	
	$	
	$	
Parent 2 Source of Income	2021 Amount	W-2 Attached? If not, why?
	$	
	$	
	$	

STUDENT NAME: _____   GCU STUDENT NUMBER: _____

E. Proof of Identity/Statement of Educational Purpose: COMPLETE EITHER SECTION 1 OR SECTION 2

1. To be Signed in the Presence of a Grand Canyon University Official

A. The student must appear in person at GCU to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name & signature of the official at the institution authorized to receive and review the student's ID.

B. In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose below.

<div style="border:1px solid">

Statement of Educational Purpose

I certify that I _____ **(Print Student Name)** am the individual signing this Statem ent of Educational Purpose and that the Federal student financial assistance I m ay receive will only be used for educational purposes and to pay for the cost of attending Grand Canyon University for 2023-2024.

Student Signature: _____   **Date:** _____

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2. To be Signed in the Presence of a Notary

If the student is unable to appear in person at GCU to verify his or her identity, the student must provide to the institution the following **via mail** to the address listed at the bottom of this page:

A. A copy of the unexpired valid government-issued photo ID that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and

B. The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

<div style="border:1px solid">

Statement of Educational Purpose

I certify that I _____ **(Print Student Name)** am the individual signing this Statem ent of Educational Purpose and that the Federal student financial assistance I m ay receive will only be used for educational purposes and to pay for the cost of attending Grand Canyon University for 2023-2024.

Student Signature: _____   **Date:** _____

<div style="border:1px solid">

Notary's Certificate of Acknowledgement

State of _____   City/County of _____

On _____, before me, _____,
             (Date)   (Notary's Name)

personally appeared, _____ and provided to me on basis of satisfactory
                        (Printed Name of Signer)

evidence of identification _____ to be the above-named person who signed
              (Type of government-issued photo ID)

the foregoing instrument.

WITNESS my hand and official seal   _____
           (seal)   **(Notary Signature)**

My commission expires on _____
                                   (Date)

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Mail this document and a copy of the photo ID presented (e.g., driver license) to the Notary to: Grand Canyon University, Office of Financial Aid, P.O. Box 11549, Phoenix, AZ 85061

California Notaries: **Using the separate CA notary form is acceptable as long as the type of photo ID presented is noted on the form.**

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F. Certification and Signature

By signing below both student and parent, whose information was reported on the FAFSA, certify that all of the information reported is complete and correct.

Student Signature: _____Date: _____

Parent Signature: _____Date: _____

Signature must be original hand-signed (i.e., "wet") that is mailed or delivered to GCU. No photocopied, typed, or electronic signatures may be accepted.

WARNING: If false or misleading information is purposely given on this worksheet, student/parent may be fined, sent to prison, or both

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