



# 2023-24 Verification Worksheet

Independent

## (F4VERI) Federal Student Aid Programs

For Office Use:  
SA PA

Your application was selected for review in a process called "Verification." In this process, Marquette will compare information from your FAFSA with this worksheet and financial data you must submit. The law requires completion of Verification before awarding and/or disbursing federal aid. If there are differences between your FAFSA application and your verification documentation, electronic corrections to your FAFSA may be required. Contact Marquette Central at (414) 288-4000 if you have questions.

### INSTRUCTIONS

- Complete all sections of this worksheet **in full**.
- If you or your spouse (if married) have filed a 2021 Federal Income Tax Return with the IRS:
  - If you have not already done so, log on to [studentaid.gov/fafsa](http://studentaid.gov/fafsa) and use the IRS Data Retrieval Tool (DRT) to transfer your 2021 tax information to your 2023-24 FAFSA.
  - To determine eligibility for the DRT see tab #2 at: [mu.edu/central/verify2324](http://mu.edu/central/verify2324). If eligible see tab #3. If not eligible see tab #9.
- If you or your spouse were not required to file a 2021 Federal Income Tax Return with the IRS:
  - Attach a signed copy of the 2021 Verification of Non-Filing Letter with the student's name and MUID on it.
  - For instructions, see tab #10 at: [mu.edu/central/nonfile2324](http://mu.edu/central/nonfile2324).
- Requested documents **must** be submitted within **30 days** of the initial request to be considered for all available financial aid.
- Upload requested documents using Document Upload found under the Financial Aid tile in [CheckMarg](#), or return them in person to Zilber Hall, Suite 121, or mail to Marquette Central, Office of Student Financial Aid, P.O. Box 1881, Milwaukee, WI 53201-1881.

**NOTE: Due to imaging system requirements, photographs of documents are not acceptable.**

### A. Student Information

Last Name	First Name	M.I.	Marquette Identifier (MUID)
Address (include apt. no.)			Date of Birth
City	State	Zip Code	Phone Number (include area code)

### B. Family Information \*If more space is required, attach a separate page.

Full Name			Age
Write the names of <b>all</b> the people in your household in the chart below: 1. Include <b>yourself</b> on the first line. 2. Include <b>your spouse</b> , if you are married. 3. Include <b>your children or your spouse's children</b> , if you or your spouse will provide <i>more than half</i> of their support between July 1, 2023 and June 30, 2024, even if the children do not live with you. 4. Include <b>other dependents</b> , if they now live with you and you or your spouse will continue to provide <i>more than half</i> of their support through June 30, 2024.			Write the age of each family member in the chart below.
			Relationship
			Write the relationship of each family member to the student in the chart below.
			College
			Add the name of the college for any household member who will be enrolled in a degree, diploma, or certificate program at an eligible postsecondary educational institution <i>at least half-time</i> any time between July 1, 2023 and June 30, 2024.
Full Name	Age	Relationship	College
(EXAMPLE) Missy Jones	18	Sister	Central University
		Self	Marquette University

**C. Independent Student's Information (all applicants)** Student Name/MUID:

1. Check the box that applies:

- a.  I filed/will file a 2021 Federal IRS Tax Return, Puerto Rican, or Foreign Income Tax Return.
- b.  I was not employed, did not have income, and was not required to file a 2021 Federal IRS Tax Return.
  - **Submit a 2021 Verification of Non-Filing Letter.** Order a free Verification of Non-Filing Letter at [irs.gov](https://irs.gov). See tab #10 at: [mu.edu/central/nonfile2324](https://mu.edu/central/nonfile2324) for instructions.
- c.  I was employed and had income, but was not required to file a 2021 Federal IRS Tax Return
  - **Complete the chart below:** list employer(s) (including Marquette) and the amount that was earned in 2021.
  - **Attach copies of all 2021 W-2 and 1099 Forms.**
  - **Submit a 2021 Verification of Non-Filing Letter.** Order a free Verification of Non-Filing Letter at [irs.gov](https://irs.gov). See tab #10 at: [mu.edu/central/nonfile2324](https://mu.edu/central/nonfile2324) for instructions.

<b>COMPLETE CHART ONLY IF BOX c ABOVE IS CHECKED</b>	Non-Tax Filers with 2021 earnings are federally required to submit a copy of W-2(s) from each employer to Marquette Central with this form.				
	Name of Employer	Amount Earned in 2021	2021 W-2 and 1099 Forms received from employer?		2021 W-2, 1099s and Non-Filing Letter attached?
		\$	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
		\$	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>

\*If more space is required, attach a separate page.

**Note: If you lost or never received a W-2, contact your employer to request a copy to provide with this form.**

**D. Spouse's Information**

1. Check the box that applies:

- a.  Spouse filed/will file a 2021 Federal IRS Tax Return, Puerto Rican, or Foreign Income Tax Return.
- b.  Spouse was not employed, did not have income, and was not required to file a 2021 Federal IRS Tax Return.
  - **Submit a 2021 Verification of Non-Filing Letter.** Order a free Verification of Non-Filing Letter at [irs.gov](https://irs.gov). See tab #10 at: [mu.edu/central/nonfile2324](https://mu.edu/central/nonfile2324) for instructions.
- c.  Spouse was employed and had income, but was not required to file a 2021 Federal IRS Tax Return:
  - **Complete the chart below:** list employer(s) and the amount that was earned in 2021.
  - **Attach copies of all 2021 W-2 and 1099 Forms.**
  - **Submit a 2021 Verification of Non-Filing Letter.** Order a free Verification of Non-Filing Letter at [irs.gov](https://irs.gov). See tab #10 at: [mu.edu/central/nonfile2324](https://mu.edu/central/nonfile2324) for instructions.

<b>COMPLETE CHART ONLY IF BOX c ABOVE IS CHECKED</b>	Non-Tax Filers with 2021 earnings are federally required to submit a copy of W-2(s) from each employer to Marquette Central with this form.				
	Name of Employer	Amount Earned in 2021	2021 W-2 and 1099 Forms received from employer?		2021 W-2, 1099s and Non-Filing Letter attached?
		\$	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
		\$	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>

\*If more space is required, attach a separate page.

**Note: If you lost or never received a W-2, contact your employer to request a copy to provide with this form.**

**E. Signature. Manually sign with a ballpoint pen.**

**\*Forms with digital/electronic/typed signatures cannot be accepted and will be returned.**

Each person signing certifies that all the information reported is complete and correct. If married, the spouse's signature is optional.

**Warning: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Spouse's Signature: \_\_\_\_\_ Date: \_\_\_\_\_