

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for a review process called verification. Federal regulations state that before awarding Federal Student Aid, students may be asked to confirm the information that was reported on their FAFSA. To make sure that no mistakes were made, we will compare your FAFSA with the information on this institutional verification document. If there are differences, your FAFSA information may be updated electronically. You and a parent whose information was reported on the FAFSA must complete and sign this verification form and submit it along with any other requested documents to the Office of Student Financial Aid in order for your financial aid to be processed. **All required documents must be submitted at the same time. We will not accept partial or incomplete documents.** If you need assistance, please contact our office by email or phone 256-765-4278. **Submit this worksheet by mailing it to UNA Student Financial Aid, UNA Box 5014, Florence AL 35632, by email to financialaid@una.edu, or by fax to 256-765-4920.**

A. Student Information

Student's Name

List below the people in your household, including:

- The student
- The student's parents (including stepparent) even if the student does not live with the parents
- 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.
- Other people if they now live with the parents and the parents provide more than half of the people's support and will continue to provide more than half of their support through June 30, 2024.
- **Also**, include information about any household members, **excluding the parents**, who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2023 and June 30, 2024 and include the name of the college.

FULL NAME	AGE	RELATIONSHIP	COLLEGE
<i>Martha Jones (example)</i>	<i>19</i>	<i>Self</i>	<i>UNA</i>

The best way to ensure that you complete your FAFSA correctly is by using the IRS Data Retrieval Tool (IRS DRT). If you did not use the IRS Data Retrieval Tool when completing the FAFSA, then you may submit an electronic correction to your FAFSA, select the IRS Data Retrieval Tool option, and resubmit. Otherwise, you must request an official 2021 Tax Return Transcript from the Internal Revenue Service, or submit a **SIGNED** copy of your 2021 1040 Tax Return, along with Schedules 1, 2, and 3, if applicable. **Tax returns that are not signed will not be accepted.** You may request an “