

Income Verification Worksheet Guide

SECTION 1 = Household Member Information

Step 1:

List yourself *and* all other household members.

**Please use the [Income Calculator](#) for information on how to determine 'Household Members'.*

*****Worksheets that do not list parent and student(s) will be rejected.***

Section 1 - Household Member Information

For help with this section, see the [Income Calculator](#).

Provide the name, age, and relationship of **all** household members.

1. Start with yourself.
2. Then list all other wage earners in the household.
3. Then list the student(s) or other household members.

Step 2:

Does this person have Income?

Select YES: if the individual received income from an employer (including self-employment)

Select NO: if the individual did NOT receive income from an employer and/or the only income received is from a source listed in Section 2 (i.e. **Social Security Benefits**)

| Full Name | Age | Relationship to Student | Does this person have 2022 income? | Did this person file a 2022 Federal income tax return? |
|--------------|-----|---|---|---|
| Sean Starnus | | Parent/guardian <input checked="" type="checkbox"/> | <input type="radio"/> YES <input checked="" type="radio"/> NO | <input type="radio"/> YES <input checked="" type="radio"/> NO |

Step 3:

Did this person file a Federal Income Tax Return?

Select YES: if the individual filed a tax return/extension **OR** is included on the spouse's joint tax return **OR** intends on filing a tax return.

Select NO: if the individual did NOT (or is not required to) file a Tax Return. Select NO for children claimed as dependents.

SECTION 2 = Income Questions

Step 1:

Answer the following five questions about yourself, the parent applicant.

TRUE or FALSE

Section 2 - 2022 Income/Financial Resources Information (taxed and untaxed)

Answer the following questions about yourself, the parent applicant. Additional documentation may be requested.

1. I have earnings for 2022 from an employer, but I am not required to file a 2022 federal tax return.
☐ YES ☒ NO
2. My 2022 earnings are from odd jobs (babysitting, lawn care, etc.) and I was not issued a W2. I am not required to file a 2022 federal tax return.
☐ YES ☒ NO
3. I did not work and had no income earnings for 2022. I will not file and I am not required to file a 2022 federal tax return.
☐ YES ☒ NO
4. Do you own or rent your home?
☐ YES ☒ NO
5. Did you live with someone who provided free room and meals in 2022?
☐ YES ☒ NO

Additional documentation may be requested.

Step 2:

Enter the total annual amounts received from all listed household members.

⚠ DO NOT enter decimals (.), commas (,) or dollar signs (\$) in the boxes. Enter numbers as whole dollar amounts. *Example: \$12,651.30 = 12652*

For the following, please list the total annual amount received by household members in 2022. Enter zero (0) for resources not applicable to your household.

| Resource | 2022 Total Received |
|--------------------------|----------------------|
| AFDC/TANF | <input type="text"/> |
| SSI (disability) | <input type="text"/> |
| Social Security Benefits | <input type="text"/> |
| SNAP (Food Stamps) | <input type="text"/> |

****You may enter 0 if no income is received****

Example: John received \$80/month for Social Security and Kate received \$60/month for Social Security. Multiply the monthly income of \$140 by 12 months. Enter the total of 1680 in the SSI box.

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