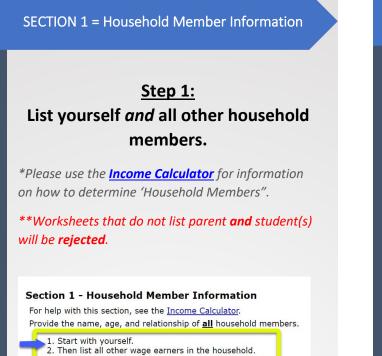
Income Verification Worksheet Guide



<u>Step 2:</u> Does this person have Income?

3. Then list the student(s) or other household members.

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 Shamus		Parentiguardian V	<chrose one=""> 🗸</chrose>	«Choose One» V

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

<u>Step 1:</u>

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 1 am not required to file a 2022 federal tax return.

 <2boxse One> ∨

 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.

 <2boxse One> ∨

 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.

 <2boxse One> ∨

 4. Do you own or rent your home?

 <2boxse One> ∨

 5. Did you live with someone who provided free room and meals in 2022?

 <2boxse One> ∨

Additional documentation may be requested.

Step 2:

Enter the total <u>annual</u> amounts received from <u>all</u> 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

Resource	2022 Total Received	
AFDC/TANF		
SSI (disability)		
Social Security Benefits		
SNAP (Food Stamps)		

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.

AFTER YOU SUBMIT THE WORKSHEET IN MYPORTAL, RETURN TO YOUR TO-DO LIST. THERE WILL BE NEW DOCUMENT REQUESTS. ALL REQUESTED DOCUMENTS MUST BE UPLOADED IN MYPORTAL, AS <u>ONE</u> WORD OR PDF FILE.

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