



2022-2024 Verification Worksheet Independent Student

Your application was selected for review in a process called Verification. In this process, the Cleveland Institute of Music will compare information from your 2023-2024 FAFSA with this worksheet and financial data you must submit. Federal Student Aid regulations requires completion of Verification before disbursing federal aid. If there are differences between your FAFSA application and your verification documentation, electronic corrections to your FAFSA may be required. Contact the CIM Financial Aid Office at (216) 795-3192 if you have questions.

INSTRUCTIONS

- 1) Complete all sections of this worksheet. Incomplete forms will not be reviewed.
2) Submit all required tax return documents and/or earnings statements, as detailed in Sections 3 and 4.
3) If student is married and filed separate tax return from spouse, the DRT may not be used and signed copies of both tax returns are needed for section 4, as applicable.
4) Submit all items as soon as possible, as corrections to your FAFSA, if needed, may change your aid eligibility.
5) Submit requested documents in person, upload securely via your Populi Financial Aid screen, or by postal mail.
6) Mailing address: CIM Financial Aid Office, 11021 East Blvd., Cleveland, OH 44106.
7) Refer to the CIM Verification Policy for more details, especially if any of the following apply to you or your spouse:
- Filed an amended federal tax return for 2021 (1040X)
- Had an IRA/Pension Rollover in 2021
- Victim of Identity Theft
- Filed Non-IRS Income Tax Return
- Granted a Filing Extension by the IRS for 2021 and have not yet filed the return
- Unable to obtain a 2019 Verification of Non-Filing Letter from the IRS

NOTE: Do NOT send photographs of the form or required documents.

Section 1. Student Information

Last Name: First Name: Birthdate:

Address:

City: State: ZIP: Daytime Phone:

Section 2. Household Information

Write your name and age on the first line below. Then, list names, relationships to you, ages for anyone else in your household, excluding foster children. Include: your spouse, if you are married; your children and other people if you will provide more than half of their support from 7/1/23 through 6/30/24. If anyone other than you will be enrolled at least half time in a degree or certificate program between 7/1/23 and 6/30/24, include the name of the school they will be attending. If more space is needed, continue this list on a separate sheet and attach to your form.

Table with 4 columns: Full name of the family members in the household. Start with the student(s), Relationship to Student, Age, Name of the college for any family member who will be working toward a degree or certificate and will be enrolled at least half time between July 1, 2023 and June 30, 2024.

### Section 3. Independent Student's Information (all applicants)

Check the box that applies to you:

- A.  I filed / will file a 2021 Federal Tax Return, Puerto Rican, or Foreign Income Tax Return. One of the following must be submitted to CIM with this form, if the IRS Data Retrieval Tool has not already been used to import to the FAFSA:
- **Import completed 2021 Federal Tax Return data via the IRS Data Retrieval Tool on my FAFSA, OR**
  - **Submit an official 2021 Federal Tax Return Transcript as obtained from [www.irs.gov](http://www.irs.gov), OR**
  - **Submit a signed copy of your 2021 Federal Tax Return (must include Schedules 1, 2 & 3)**
- B.  I was not employed, did not have any income, and was not required to file a 2021 Federal Tax Return
- **Submit a 2021 Verification of Non-Filing Letter** - Order a free Verification of Non-Filing Letter at [www.irs.gov](http://www.irs.gov).
- C.  I was employed and had income, but was not required to file a 2021 Federal Tax Return:
- **Complete the chart below:** list employer(s) (include CIM, if applicable) and the amount that was earned in 2021. List every employer even if the employer did not issue an IRS W-2 form. If additional space is needed, attach a separate sheet to this form with the additional employers, and
  - **Attach copies of all 2021 W-2 and 1099 Forms,** and
  - **Submit a 2021 Verification of Non-Filing Letter** - Order at [www.irs.gov](http://www.irs.gov).

COMPLETE THIS CHART ONLY IF BOX C ABOVE IS CHECKED.			
Name of Employer	Amount Earned in 2021	2021 W-2 and 1099 Forms received from employer?	2021 W-2, 1099's 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"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/>

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

### Section 4. Spouse's Information, if married.

Check the box that applies to your spouse:

- A.  Spouse filed / will file a 2021 Federal Tax Return, Puerto Rican, or Foreign Income Tax Return. One of the following must be submitted to CIM with this form, if the IRS Data Retrieval Tool has not already been used to import to the FAFSA:
- **Import completed 2021 Federal Tax Return data via the IRS Data Retrieval Tool on my FAFSA, OR**
  - **Submit an official 2021 Federal Tax Return Transcript as obtained from [www.irs.gov](http://www.irs.gov), OR**
  - **Submit a signed copy of your 2021 Federal Tax Return (must include Schedules 1, 2 & 3)**
- B.  Spouse was not employed, did not have any income, and was not required to file a 2021 Federal Tax Return
- **Submit a 2021 Verification of Non-Filing Letter** - Order a free Verification of Non-Filing Letter at [www.irs.gov](http://www.irs.gov).
- C.  Spouse was employed and had income, but was not required to file a 2021 Federal Tax Return:
- **Complete the chart below:** list employer(s) and the amount that was earned in 2021. List every employer even if the employer did not issue an IRS W-2 form. If additional space is needed, attach a separate sheet to this form with the additional employers, and
  - **Attach copies of all 2021 W-2 and 1099 Forms,** and
  - **Submit a 2021 Verification of Non-Filing Letter** - Order at [www.irs.gov](http://www.irs.gov).

COMPLETE THIS CHART ONLY IF BOX C ABOVE IS CHECKED.			
Name of Employer	Amount Earned in 2021	2021 W-2 and 1099 Forms received from employer?	2021 W-2, 1099's 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"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/>

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

### Section 5. Certification and Signature.

*Manually sign with a ballpoint pen. Forms with digital / electronic / typed signature cannot be accepted.*

By signing this worksheet, I (we) certify that all information reported is complete and accurate.

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

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Spouse signature, if married: \_\_\_\_\_ Date: \_\_\_\_\_