

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 Stamus		Parent/guardian <input checked="" type="checkbox"/>	<input type="text" value="Choose One"/>	<input type="text" value="Choose One"/>

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.
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.
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.
4. Do you own or rent your home?
5. Did you live with someone who provided free room and meals in 2022?

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.

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 ONE WORD OR PDF FILE.

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