



# Harvard Division of Continuing Education

Student Financial Services  
 51 Brattle Street  
 Cambridge, Massachusetts 02138-3722  
 (617) 495-4293 phone  
 (617) 410-4072 fax  
 studentfinance@extension.harvard.edu

## 2023-24 Verification Worksheet: Dependent Student Untaxed Income

Your 2023-24 Free Application for Federal Student Aid (FAFSA) has been selected by the US Department of Education for review in a process called Verification. We are therefore required to confirm certain information you reported on the FAFSA. We will compare your FAFSA with the information you provide below. If there are differences, we will update your FAFSA accordingly. We may ask for additional information. If you have questions about the Verification process, please don't hesitate to contact our office.

### A. Student Information (for institutional identification purposes)

STUDENT LEGAL NAME (exactly as printed on your government-issued photo ID)											
Last/Family/Sur name(s)				First/Given name(s)				Middle name(s)			
DCE ID NUMBER (if known)				LAST 4 DIGITS OF SOCIAL SECURITY NUMBER				DATE OF BIRTH example: JAN 01 1994			
@				X X X - X X							
<small>See extension.harvard.edu/login if unsure</small>								<small>Month (MMM) Day (DD) Year (YYYY)</small>			

### B. 2021 Untaxed Income

If any item does not apply, enter "N/A" for Not Applicable where a response is requested, or enter 0 in an area where an amount is requested.

	STUDENT	PARENT
<b>Payments to tax-deferred pension and retirement savings.</b> List any payments (direct or withheld from earnings) to tax-deferred pension and retirement savings plans (e.g., 401(k) or 403(b) plans), including, but not limited to, amounts reported on W-2 forms in Boxes 12a through 12d with codes D, E, F, G, H, and S.	\$	\$
<b>Child support received.</b> List the actual amount of any child support received in 2021 for the children in your household. <b>Do not include</b> foster care payments, adoption payments, or any amount that was court-ordered but not actually paid.	\$	\$
<b>Housing, food, and other living allowances paid to members of the military, clergy, and others.</b> Include cash payments and/or the cash value of benefits received. <b>Do not include</b> the value of on-base military housing or the value of a basic military allowance for housing.	\$	\$
<b>Veterans non-education benefits.</b> List the total amount of veterans non-education benefits received in 2021. Include Disability, Death Pension, Dependency and Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances. <b>Do not include</b> federal veterans educational benefits such as: Post-9/11 GI Bill, Montgomery GI Bill, Dependents Education Assistance Program, VEAP Benefits	\$	\$
<b>Other untaxed income.</b> List the amount of other untaxed income not reported and not excluded elsewhere on this form. Include untaxed income such as workers' compensation, disability, Black Lung Benefits, untaxed portions of health savings accounts from IRS Form 1040 Schedule 1 --Line 13, Railroad Retirement Benefits, etc. <b>Do not include</b> any items reported or excluded in above. In addition, do not include student aid, Earned Income Credit, Additional Child Tax Credit, Temporary Assistance to Needy Families (TANF), untaxed Social Security benefits, Supplemental Security Income (SSI), Workforce Investment Act (WIA) educational benefits, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion, or credit for federal tax on special fuels.	\$	\$
<b>TYPE OF OTHER UNTAXED INCOME:</b>		
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

*Continued on next page.*

STUDENT LEGAL NAME (exactly as printed on your government-issued photo ID)		
Last/Family/Sur name(s)	First/Given name(s)	Middle name(s)

**B. 2021 Untaxed Income** *(continued)*

	TYPE OF OTHER UNTAXED INCOME	STUDENT	PARENT
<p><b>Money received or paid on the student's behalf.</b></p> <p>List any money received or paid on the student's behalf (e.g., payment of student's bills) and not reported elsewhere on this form. Enter the total amount of cash support the student received in 2021. Include support from a parent whose information was not reported on the student's 2023-24 FAFSA, but do not include support from a parent whose information was reported.</p> <p>For example, if someone is paying rent, utility bills, etc., for the student or gives cash, gift cards, etc., include the amount of that person's contributions <b>unless the person is the student's parent whose information is reported on the student's 2023-2024 FAFSA.</b> Amounts paid on the student's behalf also include any distributions to the student from a 529 plan <i>owned by someone other than the student or the student's parents</i>, such as grandparents, aunts, and uncles of the student.</p>		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

**C. Student/Parent Signatures**

By signing this worksheet, we certify that all of the information reported above is complete and correct. At least one parent must sign.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's name (please print) \_\_\_\_\_

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_

Please upload any documents securely by logging into your account via MyDCE Portal at <https://web.dce.harvard.edu/mydce-extension>. From the home page, choose "Document Uploader." In the Document Upload Form, select "Financial Aid Documents" in the "Documents" field. Click "Attachments" then the "Upload Files" button/bar to select your file(s) to upload. Click the "Submit" button.