

**COMPLETING AND SUBMITTING THIS FORM**

Documents **MAY ONLY** be submitted via U.S. Mail, FAX, or Secure Document Upload. To upload documents: Login to MyFSU < Student tab < Financial Aid icon < Select "Secure Document Upload" icon. **EMAILED DOCUMENTS ARE NOT SECURE AND WILL NOT BE ACCEPTED.**

**FSU Office of Scholarships & Financial Aid**  
1201 S. State Street, CSS 101, Big Rapids, MI 49307  
Phone: 231.598.8210; FAX: 231.591.2950; finaid@ferris.edu

**Kendall College of Art & Design**  
17 Fountain Street NW, Grand Rapids, MI 49503  
Phone: 616.451.2787; FAX: 616.831.9680; kcadfinaid@ferris.edu

**SECTION I: STUDENT IDENTIFICATION**

Your FAFSA application was selected by the federal government for review in a process called "verification," which is required under federal financial aid program rules. Failure to provide requested verification documents may result in not being awarded financial aid; cancellation of an existing award; or funds not applying to your account. For more information regarding the verification process, please visit [www.ferris.edu/verification](http://www.ferris.edu/verification). If you need further assistance, contact the Office of Scholarships & Financial Aid.

**YOU MUST COMPLETE ALL SECTIONS OF THIS DOCUMENT.**  
**INCOMPLETE DOCUMENTS WILL BE RETURNED OR REJECTED.**

Student Last Name	First Name	M.I.	Student ID #
Permanent Address (include apt. number)			Date of Birth
City	State	Zip Code	Phone Number (include area code)

**SECTION II: TAX DOCUMENTATION**

**DOCUMENTATION IS REQUIRED** for all students and parents who worked in 2021 or filed a 2021 federal tax return. The specific documentation required depends on whether or not the taxpayer filed a 2021 federal tax return. For detailed instructions for providing tax documentation, please visit [www.ferris.edu/dr](http://www.ferris.edu/dr).

**YOU MUST INDICATE THE APPROPRIATE TAX STATUS BELOW FOR BOTH THE STUDENT AND YOUR CUSTODIAL PARENT(S).** If you are unsure who should be listed as your custodial parent(s), please visit: [www.ferris.edu/verification](http://www.ferris.edu/verification), Step One, "Identifying Custodial Parent."

**SELECT ONLY ONE OPTION PER COLUMN**

STUDENT    SPOUSE

Filed a 2021 federal tax return and has/will complete IRS Data Retrieval or will submit tax return transcripts or **SIGNED** copies of federal 1040 tax return(s). For instructions on how to complete the Data Retrieval Tool, visit: [www.ferris.edu/DR](http://www.ferris.edu/DR).

Worked in 2021 but not required to file a federal tax return. Student (and spouse, if applicable) **MUST SUBMIT COPIES OF ALL 2021 W2(S) AND VERIFICATION OF NON-FILING LETTER FROM THE IRS.** For instructions, visit: [www.ferris.edu/IRS](http://www.ferris.edu/IRS).

Did NOT work in 2021; was not required to and did NOT file a 2021 federal tax return. **STUDENT (and spouse, if applicable) MUST SUBMIT A VERIFICATION OF NON-FILING LETTER FROM THE IRS.** For instructions, visit: [www.ferris.edu/IRS](http://www.ferris.edu/IRS).

**NOTE:** If you and your spouse filed taxes separately, you must both provide tax returns/transcripts.

