2024–2025 Verification Worksheet
Dependent Student

Your 2024–2025 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and a parent whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

A. Student's Information

_____   _____
Student's Last Name   First Name   M.I.   Student's Identification (ID) Number

_____   _____
Student's Street Address (include apt. no.)   Student's Date of Birth

_____   _____
City State Zip Code   Student's Email Address

_____   _____
Student's Home Phone Number (include area code)   Student's Alternate or Cell Phone Number

B. Dependent Student's Family Information

List below the people in the parents' household. Include:

- The student.
- The student's parents, even if the student is not living with them. Exclude a parent who has died or is not living in the household because of separation or divorce. Include a parent who is on active duty in the U.S. Armend Forces apart from the family.
- The student's siblings if the following are true:
  - They live with the student's parents (or live apart because of college enrollment),
  - They receive more than half of their support from the student's parents, and
  - They will continue to receive more than half their support from the student's parents during the award year.
- Other persons if the following are true:
  - They live with the student's parents,
  - They receive more than half of their support from the student's parents, and
  - They will continue to receive more than half their support from the student's parents during the award year.

The provided criteria for "dependent children" or "other persons" align with the requirement that family size align with whom the parent could claim as a dependent on a U.S. tax return if the parent were to file a U.S. tax return at the time of completing the 2024-2025 FAFSA. As a result, the parent should not include any unborn children in the family size.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Full Name	Age	Relationship
		Self

C. Dependent Student's Income Information to be Verified

1. INCOME INFORMATION FOR STUDENT TAX FILERS

Important Note: The instructions below apply to the student and spouse (if the student is married). Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2022 or had a change in marital status after December 31, 2022.

Instructions: Complete this section if the student and spouse <u>filed or will file</u> a 2022 IRS income tax return(s). As part of federal student aid eligibility, students, and spouse (as appropriate), will be required to consent and approve sharing and importing income and tax information from t*he IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the student and spouse filed separate 2022 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. In most cases, no further documentation is needed to verify 2022 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.* If 2022 income tax return information for the student (or spouse, if applicable) was not available or could not be used, the student should provide the institution with a **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules.**

A 2022 IRS Tax Return Transcript(s). (signature not required)
- Get Transcript by Mail - Go to www.irs.gov, click "Get Your Tax Record" click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Get Transcript Online - Go to www.irs.gov, click "Get Your Tax Record" Click "Get Transcript Online" Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form – IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

2. INCOME INFORMATION FOR STUDENT NON-TAX FILERS

The instructions and certifications below apply to the student and spouse (if the student is married) complete this section if the student and spouse will not file and <u>is not required</u> to file a 2022 income tax return with the IRS.

Check the box that applies:

☐ The student was not employed and had no income earned from work in 2022.
☐ The student and/or spouse were employed in 2022 and has listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2022 IRS W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form.
If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	IRS W-2 or an Equivalent Document Provided	Annual Amount Earned in 2022
(Example) Suzy's Auto Body Shop	*Yes*	*$4,500.00*
Total Amount of Income Earned from Word		$

Provide a signed and dated statement certifying that the individual has not filed and is not required to file a 2022 income tax return, as well as the sources of 2022 income earned from work and the amount of income from each source.

____ Check here if non-filing statement is signed and dated.
____ Check here if non-filing statement will be provided later.

D. Parent's income Information to be Verified

1. **Income Information for Parent Tax Filers**

   Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2022 or had a change in marital status after December 31, 2022.

   Instructions: Complete this section if the parents <u>filed or will file</u> a 2022 IRS income tax return(s). As part of federal student aid eligibility, parents will be required to consent and approve sharing and importing income and tax information from t*he IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the parents filed separate 2022 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. In most cases, no further documentation is needed to verify 2022 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.*
   If 2022 income tax return information for the student (or spouse, if applicable) was not available or could not be used, the parents should provide the institution with a **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules.**

   A 2022 IRS Tax Return Transcript(s). (signature not required)
   - Get Transcript by Mail - Go to <u>www.irs.gov,</u> click "Get Your Tax Record" click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
   - Get Transcript Online - Go to <u>www.irs.gov</u>, click "Get Your Tax Record" Click "Get Transcript Online" Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
   - Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
   - Paper Request Form – IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

2. **INCOME INFORMATION FOR PARENT NON-TAX FILERS**
   The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and <u>are not required</u> to file a 2022 income tax return with the IRS.
   Check the box that applies:
   ☐ Neither parent was employed, and neither had income earned from work in 2022.
   ☐ One or both parents were employed in 2022 and have listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of ll 2022 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2022?
(Example) Suzy's Auto Body Shop	*Yes*	*$4,500.00*
Total Amount of Income Earned From Work	$	

   Provide a signed and dated statement certifying that the individual has not filed and is not required to file a 2022 income tax return, as well as the sources of 2022 income earned from work and the amount of income from each source.
   ____ Check here if non-filing statement is signed and dated.
   ____ Check here if non-filing statement will be provided later.

E. Certifications and Signatures
Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

> **WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.**

_____   _____
 Print Student's Name   Student's ID Number

_____   _____
Student's Signature   Date

_____   _____
Parent's Signature   Date

2023–2024 Verification Worksheet
Identity and Statement of Educational Purpose

The student must appear in person at _____ **to verify**
<div align="center">(Name of Postsecondary Educational Institution)</div>

his or her identity by presenting a valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student's ID.

In addition, the student must sign, in the presence of the institutional official, the following:

<div align="center">

Statement of Educational Purpose

</div>

I certify that I _____ **am the individual signing this**
<div align="center">(Print Student's Name)</div>

Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending _____ **for 2023-2024.**

    (Name of Postsecondary Educational Institution)

F. Certification and Signature

Each person signing below certifies that all of the information reported is complete and correct.

The student information was reported on the FAFSA must sign and date.

> **WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.**

_____   _____

(Student's Signature)   **(Date)**

_____

(Student's ID Number)