

2024 – 2025 Dependent Verification Worksheet

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) has been selected for a review process called **verification**. Verification must be completed before federal financial aid can be awarded. Federal financial aid will be awarded upon completion of the entire verification process. Please complete and sign this form, attach all required documents, and submit to the address, fax, or email above. **Blank or incomplete forms will not be processed.** If you have questions about the process, please contact our office.

For your protection, please remove all personally identifiable information (PII) such as SSN, date of birth, and driver’s license number from your documents before submitting them. Also, please include the student's name and VIP ID on all documents.

SECTION A: Student Information

Last Name	First Name	Middle Name	Student VIP ID
Email Address	Cell or Alternate Phone Number		

SECTION B: Family Size

List the people in your parent(s)' family household, including:

- yourself
- your parent(s) even if you are not living with them (including stepparent if applicable)
- your parent(s)' other children if (a) they receive more than half of their support from the parent(s) from July 1, 2024, through June 30, 2025, or (b) if the other children would be required to provide parental information if they were completing a FAFSA for 2024-2025. Include children who meet either of these standards, even if they do not live with your FAFSA parent(s)
- other people if they now live with your parent(s) and they receive more than half their support from your parent(s) and will continue to receive more than half of their support from July 1, 2024, through June 30, 2025

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

Full Name	Age	Relationship
		self

Student Name _____ Student VIP ID _____

Section C: Parent(s) Tax Forms and Income Information

I/we am/are attaching all parent 2022 W2s

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1. **PARENT TAX FILERS:** You must check at least one of the following. Please refer to the instructions on page 3.
- Consent and approval were given to share and import income and tax information from the IRS to the FAFSA.
 - Consent and approval were given to share and import income and tax information from the IRS to the FAFSA form but were not successful and the 2022 tax information was input manually. **Provide one of the following:**
 - a **signed** copy of the 2022 Federal 1040 Tax Return and schedules 1,2,3, C or K if applicable
 - a 2022 IRS Tax Return Transcript
2. **PARENT NON-TAX FILERS*:** You must check at least one of the following. Please refer to instructions on page 3.
- I/we have included an **IRS Verification of Non-Filing Letter** dated on or after October 1, 2023
 - I/we worked in 2022 but was/were not required to file taxes and have attached all 2022 W2s and the **IRS Verification of Non-Filing Letter** dated on or after October 1, 2023

*Sign here to certify that you **DID NOT** and **ARE NOT** required to file a 2022 U.S. Federal Tax Return:

Parent's Signature

Date

Section D: Student Tax Forms and Income Information

I am attaching all student 2022 W2s

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1. **STUDENT TAX FILERS:** You must check at least one of the following. Please refer to instructions listed on page 3.
- Consent and approval were given to share and import income and tax information from the IRS to the FAFSA.
 - Consent and approval were given to share and import income and tax information from the IRS to the FAFSA form but were not successful and the 2022 tax information was input manually. **Provide one of the following:**
 - a **signed** copy of the 2022 Federal 1040 Tax Return and schedules 1,2,3, C or K if applicable
 - a 2022 IRS Tax Return Transcript
2. **STUDENT NON-TAX FILERS*:**
- I did not work or file taxes in 2022
 - I worked in 2022 but was not required to file taxes but have attached my 2022 W2s

*Sign here to certify that you **DID NOT** and **ARE NOT** required to file a 2022 U.S. Federal Tax Return:

Student's Signature

Date

SECTION E: Certification and Signatures

*Each person signing this worksheet certifies that all the information reported is true and accurate. For **dependent students**, only one parent must sign. **Warning: If you purposely give false or misleading information on this worksheet you may be fined, sentenced to jail, or both.***

Student's Signature

Date

FAFSA Parent's Signature (required)

Date

Verification of 2022 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: As part of federal student aid eligibility, parents will be required to consent and approve sharing and importing income and tax information from the 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.

If 2022 income tax return information for the parents 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 may be obtained through:

- 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.” Sign in with an existing account or create a new account. Make sure to request the “Return Transcript” and NOT the “Account Transcript.”
- Automated Telephone Request – 1-800-908-9946. The transcript is generally received within 10 business days from the IRS’s receipt of the telephone request.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS’s receipt of the paper request form.

Individuals Who Were Victims of IRS Tax-Related Identity Theft

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return Database View (TRDBV) transcript obtained from the IRS or, if unable to obtain a TRDBV, an equivalent document provided by the IRS or a copy of the signed 2022 income tax return and applicable schedules the individual filed with the IRS; **and**
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

CHECKLIST* – Review the checklist to ensure you have provided our office with all required documents for the verification to be completed.

- Parent(s) 2022 W2s, 2022 Tax Information.*
- Student 2022 W2s, 2022 Tax Information.*
- Copies of Schedule(s) 1, 2, 3, C or K if applicable*
- All sections are complete (Sections A, B, C, D & E).*
- All necessary signatures are provided.*
- **The University has the authority to request additional documentation, if necessary when processing the student’s verification.**