



# 2024-2025 Verification Worksheet

# V1

Your financial aid application was selected for review in a process called "Verification" by the Department of Education. In this process, we will be comparing information from your FAFSA with copies of you and your parent(s)/contributor(s) (dependent students) or you and your spouse/contributor (independent students, if married) 2022 Federal tax return(s), W-2 forms, and other financial documents. Federal regulations (34 CFR, Part 668) require us to collect this information before disbursing federal aid. If there are differences between your FAFSA and the verification documents, we will make corrections and send the required changes electronically to the Federal Student Aid processor to have your information reprocessed. Please complete and return all pages, including any necessary tax documents.

STUDENT LAST NAME	STUDENT FIRST NAME	Student ID#	Soc. Sec. #	Birthdate	Phone Number

Submit to the Financial Aid Office within 30 days after notification. If more space is needed for any line item on this form, provide a separate page that includes the student's name and ID number at the top.

### SECTION 1 – NUMBER OF HOUSEHOLD MEMBERS

**Dependent Student:** List your parents/stepparents/contributors, any siblings, and anyone else in your household that your family provides more than half their support from July 1, 2024 through June 30, 2025. Do not include foster children. Attach a separate sheet if necessary.

**Independent Student:** List yourself, your spouse/contributor (if married), your children, your spouse's/contributor's children and anyone else in your household you will provide more than half of their support from July 1, 2024, through June 30, 2025. Do NOT include foster children. Attach a separate sheet if necessary.

Full Name	Age	Relationship to Student
		SELF

### SECTION 2 – Verification of 2022 Household Income Information

#### Dependent Students

Check the box that applies to the STUDENT

- The student is unable to use the DDX on the FAFSA and instead will provide the school with a signed and dated copy of their **2022 Federal Tax Return** or their **Tax Return Transcript** from the IRS
- The student was employed in 2022 and has listed on the next page the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form, or equivalent document is provided. Provide copies of all **2022 IRS W-2 forms** issued to the student by their employer in the 2022 Employer Income box. List all employers even if the employer did not issue an IRS W-2 form.
- The student was NOT employed and had no income earned from work in 2022.

Check the box that applies to the PARENT

- The parent(s)/contributor(s) is unable to use the DDX on the FAFSA and instead will provide the school with a signed and dated copy of their **2022 Federal Tax Return** or their **Tax Return Transcript** from the IRS.
- If the parent(s)/contributor(s) filed separate 2022 IRS income tax returns, the DDX cannot be used and a copy of the signed and dated **2022 Federal Tax Returns** or **Tax Return Transcripts** must be provided for each parent in the household.
- One or both parents/contributors 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 all **2022 IRS W-2 forms** issued to the parent(s) by their employer in the 2022 *Employer Income* box. List all employers even if the employer did not issue an IRS W-2 form.
- Neither parent/contributor was employed nor had income earned from work in 2022.

#### Independent Students

Check the box that applies to the STUDENT AND SPOUSE (if married)

- The student and spouse, if married, is unable to use the DDX on the FAFSA and instead will provide the school with a signed and dated copy of their **2022 Federal Tax Return** or their **Tax Return Transcript** from the IRS.
- The student and/or spouse (if married) was employed in 2022 but not required to file taxes. Please list on the next page 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/or spouse (if married) by their employer in the 2022 *Employer Income* box. List all employers even if the employer did not issue an IRS W-2 form.
- The student was NOT employed and had no income earned from work in 2022.
- The spouse was NOT employed and had no income earned from work in 2022.

Last Name: \_\_\_\_\_ First Name \_\_\_\_\_ Student ID \_\_\_\_\_

**2022 Employer Income**

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Student Annual Amount Earned in 2022	Spouse/Contributor or Parent/Contributor Annual Amount Earned in 2022
Total Amount of Income Earned from Work		\$	\$

**Note: If the student and/or spouse/contributor or if one or more parent/contributor in the household was not required to file taxes, regardless of whether income was earned, a verification of non-filing status letter from the IRS or other relevant tax authority dated on or after October 1, 2022 is also required.**

- Check here if Verification of Non-Filing status if provided.
- Check here if Verification of Non-Filing status will be provided later.

**Sign This Worksheet**

Each person signing below certifies that all the information reported is complete and correct. The student and parent/contributor are required to sign and date, but the spouse's signature is optional.

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

Student Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Contributor Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

Spouse/Contributor Signature (Optional): \_\_\_\_\_ Date: \_\_\_\_\_