



2024-2025 Verification Worksheet

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Your 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 parents (dependent students) or you and your spouse (independent students, if married) 2022 Federal tax return(s) and 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

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.

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.

Full Name	Age	Relationship

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 not income earned from work in 2022.

Check the box that applies to the **PARENT(S)/CONTRIBUTOR(S)**

☐ The parent(s)/contributor(s) is/are 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/CONTRIBUTOR** (if married)

☐ The student and spouse/contributor, if married, are 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/contributor (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/contributor (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/contributor 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 is 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/contributor'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: _____

Last Name: _____ First Name _____ Student ID _____

Identify and Statement of Educational Purpose

Only to be signed AT THE INSTITUTION or in the presence of a NOTARY PUBLIC

LAST NAME	FIRST NAME	STUDENT ID#	BIRTHDATE	SOC. SEC. #	PHONE #
Submit to the Financial Aid Office in person, at your campus, or via email, fax, or mailing to 1964 Prairie Dell Road, Union, MO 63084 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# at the top.					

AUTHORIZED COLLEGE OFFICIAL

Copy student unexpired, valid government-issued photo ID AT THE TIME of their signing the Statement of Educational Purpose and annotate that copy with your name and the date verifying student identity. You may place it below and make a copy.

AUTHORIZED OFFICIAL NAME

DATE

INSTRUCTIONS TO AUTHORIZED COLLEGE OFFICIAL:
Place ID here and copy BEFORE student signs

STUDENT

You, the student must appear in person at East Central College to verify your identity by presenting an **unexpired** valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. East Central College will maintain a copy of our photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect your ID. In addition, you must sign, in the presence of the institutional official, the

following Statement of Educational Purpose.

Statement of Educational Purpose

I certify that I, _____
(Print Student's Name)

am the individual signing this Statement of Education Purpose and that the Federal student financial assistance I may received will only be used for educational purposes and to pay the cost of attending East Central College for 2024-25.

STUDENT'S SIGNATURE

If you are unable to be present at East Central College: Notary's Certificate of Acknowledgement (below)

If you, the student, are unable to appear in person at East Central College to verify your identity, you must provide:

- A copy of your unexpired, valid government-issued phot identification (ID)** that is acknowledged in the notary statement or that is presented to a notary, such as, but not limited to a driver's license, other state-issued ID, or passport, AND
- The original Statement of Educational Purpose provided above, which must be notarized.** If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

THIS STATEMENT & COPY OF ID MUST BE SUBMITTED TO EAST CENTRAL COLLEGE IN ORIGINAL PAPER FORM

State of _____ City/County of _____ on (date) _____ before me, (Notary's name) _____,
personally appeared, (signer) _____, and proved to me on basis of satisfactory evidence of identification
(type of ID) _____ to be the above-named person who signed the foregoing instrument.

(Notary Signature) **WITNESS my hand and official seal**

My commission expires on (Date) _____

(SEAL)