

2024-25 Verification Worksheet

Federal Student Aid Programs

Independent Student

Your financial aid application was selected for review in a process called "Verification." In this process, your college will compare information from your Free Application for Federal Student Aid (FAFSA) with this worksheet and any additional documentation requested for you to submit. The law requires completion of Verification before aid offers and/or disbursement of any federal aid. If there are differences between your FAFSA application and your verification documentation, electronic corrections to your FAFSA may be required. Contact your Financial Aid Office at (XXX) XXX-XXXX if you have questions.

INSTRUCTIONS

- Complete all sections of this worksheet **in full**.
- If you or your spouse (if married) have filed a 2022 Federal Income Tax Return with the IRS:
 - If you have not already done so, log on to studentaid.gov/fafsa and give permission for the Direct Data Exchange (DDX) to transfer your 2022 IRS tax information to your 2024-25 FAFSA.
 - If 2022 income tax return information for you (or spouse, if applicable) was not available or could not be used, please provide a 2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 1040 income tax return and applicable schedules.
 - Tax transcripts can be requested at <http://www.irs.gov/>.
- If you or your spouse were not required to file a 2022 Federal Income Tax Return with the IRS:
 - Select either B or C under Student and/or Spouse Information on the 2nd page of this form.
 - If you or your spouse had income: attach all 2022 W-2's, 1099s, or other income statements.
 - If you or your spouse do not have a Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN), or Employer Identification Number (EIN): submit a letter from the appropriate tax filing authority that the individual(s) did not file taxes.
- Notify the financial aid office if you or your spouse filed separate IRS income tax returns for 2022 or had a change in marital status after December 31, 2022.
- Requested documents **should** be submitted within 30 days of the initial request to be considered for all available Financial Aid.

A. Student Information

Last Name	First Name	M.I.	Student ID
Address (include apt. no.)			Date of Birth
City	State	Zip Code	Phone Number

B. Family Size *If more space is required, attach a separate page.

Family Size

 Write the names of **all** the people in your family size in the chart below:

1. Include **yourself** on the first line.
2. Include **your spouse** if you are married.
3. Include **your children or your spouse's children**, if you or your spouse will **provide more than half of their support between July 1, 2024, and June 30, 2025**, even if the children do not live with you.
4. Include **other dependents**, if they now live with you and you or your spouse will continue to **provide more than half of their support through June 30, 2025**.
5. 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 **2024-25 FAFSA**. As a result, the parent should not include any unborn children in the family size.

First & Last Name of Each Family Member	Age	Relationship to Student
(EXAMPLE) <i>Craig Jones</i>	<i>18</i>	<i>Brother</i>
You (The Student)		Self

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C. Independent Student's Information (all applicants) *Student ID*

1. Check the box that applies:

- a. I filed/will file a 2022 Federal IRS Tax Return, Puerto Rican, or Foreign Income Tax Return.
- b. I was not employed, did not have income, and was not required to file a 2022 Federal IRS Tax Return.
 - If you do not have a SSN, ITIN, or EIN: attach a letter from the appropriate tax filing authority that you did not file taxes.
- c. I was employed and had income, but was not required to file a 2022 Federal IRS Tax Return
 - **Complete the chart below:** list employer(s) and the amount that was earned in 2022.
 - **Attach copies of all 2022 W-2 and 1099 Forms.**
 - If you do not have an SSN, ITIN, or EIN: attach a letter from the appropriate tax filing authority that you did not file taxes.

COMPLETE CHART ONLY IF BOX C IS CHECKED FROM ABOVE

Non-Tax Filers with 2022 earnings are federally required to submit a copy of W-2(s) from each employer to your Financial Aid Office.			
Name of Employer	Amount Earned in 2022	2022 W-2 and 1099 Forms received from employer?	2022 W-2, 1099s and Non-Filing Letter attached?
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/>

*If more space is required, attach a separate page. **Note: If you lost or never received a W-2, contact your employer to request a copy to provide with this form.**

D. Spouse's Information

1. Check the box that applies:

- a. Spouse filed/will file a 2022 Federal IRS Tax Return, Puerto Rican, or Foreign Income Tax Return.
- b. Spouse was not employed, did not have income, and was not required to file a 2022 Federal IRS Tax Return.
 - If you do not have an SSN, ITIN, or EIN: attach a letter from the appropriate tax filing authority that you did not file taxes.
- c. Spouse was employed and had income, but was not required to file a 2022 Federal IRS Tax Return:
 - **Complete the chart below:** list employer(s) and the amount that was earned in 2022.
 - **Attach copies of all 2022 W-2 and 1099 Forms.**
 - If you do not have an SSN, ITIN, or EIN: attach a letter from the appropriate tax filing authority that you did not file taxes.

COMPLETE CHART ONLY IF BOX C IS CHECKED FROM ABOVE

Non-Tax Filers with 2022 earnings are federally required to submit a copy of W-2(s) from each employer to your Financial Aid Office.			
Name of Employer	Amount Earned in 2022	2022 W-2 and 1099 Forms received from employer?	2022 W-2, 1099s and Non-Filing Letter attached?
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/>

*If more space is required, attach a separate page. **Note: If you lost or never received a W-2, contact your employer to request a copy to provide with this form.**

E. Signature

***Forms with digital/electronic/typed signatures cannot be accepted and will be returned.**

Each person signing certifies that all the information reported is complete and correct. If married, the spouse's signature is optional.

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: _____

Spouse's Signature: _____ Date: _____