

Verification Worksheet – Dependent Student 2024-2025

Your application was selected by the U.S. Department of Education for review in a process called “**Verification.**” Please complete, sign, and submit this form with any other required documentation to the financial aid administrator at your campus.

Step 1 - Student Information

_____ Student's name (First, MI, Last)			_____ Student/Banner ID #
_____ Street Address (include apt #)			
_____ City	_____ State	_____ Zip Code	_____ Date of Birth
_____ Student's Email Address			_____ Student's Primary Phone # (include area code)

Step 2 – Student's Family/Household Size Information

List the people in your family/household. Be sure to include:

- a. **Yourself** (the student)
- b. **Your parents**, even if you are 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. Armed Forces apart from the family.
- c. **Your siblings** if the following are true:
 - i. They live with the student's parents (or live apart because of college enrollment),
 - ii. They receive more than half of their support from the student's parents, and
 - iii. They will continue to receive more than half their support from the student's parents during the award year.
- d. **Other people** if the following are true:
 - i. They live with the student's parents,
 - ii. They receive more than half of their support from the student's parents, and
 - iii. 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, any unborn children should not be included in the family size.

Student's Name: _____ Student/Banner ID: _____

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

Full Name	Age	Relationship to Student
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>
		<i>Self</i>

Step 3 – Student Income (check one)

- My 2022 income was reported on the FAFSA from the IRS, using the Future Act Direct Data Exchange (FA-DDX).
- I filed a 2022 Federal Tax Return, but the tax return information was not available or could not be used. **Must provide signed copy of 2022 Federal Tax Return –or– 2022 IRS Tax Return Transcript.**
- I did not file. I was not employed and did NOT earn income in 2022.
- I did not file but was 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. **[Complete the table below and provide copies of all 2022 IRS W-2 forms issued by the employers].**

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

Student's Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2022
<i>Suzy's Auto Body Shop (example)</i>	<i>Yes (example)</i>	<i>\$4,500 (example)</i>
Total Amount of Income Earned from Work		\$

***Provide a signed and dated statement certifying that you have not filed and are 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, dated and provided.

_____ Check here if non-filing statement will be provided later.

Student's Name: _____ Student/Banner ID: _____

Step 4 – Parent Income (check one)

- My parent(s) 2022 income was reported on my FAFSA from the IRS using the Future Act Direct Data Exchange (FA-DDX).
- My parent(s) filed a 2022 Federal Tax Return, but the tax return information was not available or could not be used. **Must provide signed copy of 2022 Federal Tax Return –or– 2022 IRS Tax Return Transcript.**
- My parent(s) were not employed and did NOT earn income in 2022.
- My parent(s) was 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. **[Complete the table below and provide copies of all 2022 IRS W-2 forms issued by the employers].**

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

Parent(s)' Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2022
<i>Suzy's Auto Body Shop (example)</i>	<i>Yes (example)</i>	<i>\$4,500 (example)</i>
Total Amount of Income Earned from Work		\$

***Provide a signed and dated statement certifying that the individual(s) 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, dated and provided.

_____ Check here if non-filing statement will be provided later.

Step 5 – Certification and Signatures

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

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.

Print Student's Name

Student's ID Number

Student's Signature (Required)

Date

Parent's Signature (Required)

Date