

## Verification Worksheet – Independent 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 college.

**Step 1 - Student Information**

Student’s name (First, MI, Last)	Student/Banner ID #			
Street Address (include apt #)				
<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">City</td> <td style="width: 33%;">State</td> <td style="width: 33%;">Zip Code</td> </tr> </table>	City	State	Zip Code	Date of Birth
City	State	Zip Code		
Student’s Email Address	Student’s Primary Phone # <small>(include area code)</small>			

**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 spouse, if applicable.**
- c. **Dependent children if the following are true:**
  - i. They live with the student (or live apart because of college enrollment);
  - ii. They receive more than half of their support from the student; and
  - iii. They will continue to receive more than half their support from the student during the award year.
- d. **Other people** if the following are true:
  - i. They live with the student;
  - ii. They receive more than half of their support from the student; and
  - iii. They will continue to receive more than half their support from the student 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.

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>

Student's Name: \_\_\_\_\_ Student/Banner ID: \_\_\_\_\_

**Step 3 – Student/Spouse Income (check one)**

- My/ my spouse's 2022 income was reported on the FAFSA from the IRS, using the Future Act Direct Data Exchange (FA-DDX).
- I/ my spouse 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/ my spouse did not file. I/ my spouse was not employed and did NOT earn income in 2022.
- I/ my spouse 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/Spouse'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 and/or spouse 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.

**Step 4 – 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.

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's ID Number

\_\_\_\_\_  
Student's Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature (Optional)

\_\_\_\_\_  
Date