

2024–2025 Verification Worksheet Dependent Student

A. Dependent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's Social Security Number
Student's Street Address (inc	clude apt. no.)	Student's Date of Birth	
City	State	Zip Code	Student's Email Address
Student's Home Phone Num	ber (include area code)		Student's Alternate or Cell Phone Number

B. Dependent Student's Family Information

List below the people in your parent(s)' household. Include:

- ☐ Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- ☐ Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2023, through June 30, 2024, or if the other children would be required to provide parental information if they were completing a FAFSA for 2024–2025. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2023.

Include the name of the college for any household member, excluding your parent(s), who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2023, and June 30, 2024. *If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Full Name	Age	Relation ship	College	Will be Enrolled at Least Half Time
Missy Jones (example)	18	Sister	Central University	Yes
		Self		

Stı	tudent's Name: SSN:					
C.	Dependent Student's Income I	nformat	tion to Be Verifi	ed		
1	. TAX RETURN FILERS—Importation contact the financial aid administration				ile, an <u>amended</u> 2020 IRS ta	x return, the student must
	Instructions: Complete this section income is by using the IRS Data Re to <u>FAFSA.gov</u> , log in to the student Information section of the form. From Retrieval Tool to transfer 2022 IRS information to be available for the IRS tax return filers. If you need madministrator.	trieval To 's FAFSA om there, income t IRS Data	ool that is part of a record, select "M follow the instruc ax information int Retrieval Tool for	FAFSA on t ake FAFSA tions to de o the stude · electronic	he Web. If the student has no Corrections," and navigate termine if the student is eligil int's FAFSA. It takes up to two IRS tax return filers, and up	t already used the tool, go to the Financial ble to use the IRS Data o weeks for IRS income to eight weeks for paper
	Check the box that applies:					
	The student <u>has used</u> the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2020 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. <i>The student's school will use the IRS information that was transferred in the verification process</i> .					
	The student has not yet used transfer 2022 IRS income information instructions above for information verification process until the IRS	ormation n on how	into the student's to use the IRS Da	FAFSA on ta Retrieva	ce the student has filed a 202 al Tool. The student's school o	2 IRS tax return. See
	The student is <u>unable or choose</u> to the school a 2022 IRS tax ret transcript, go to <u>www.IRS.gov</u> to choose the "tax return trans of birth, and the address on file It takes up to two weeks for IRS for paper IRS tax return filers.	urn tran and click cript" an with the	script—not a pho con the "get transored not the "tax access text (normally the	tocopy of t cript of you ount trans s will be th	he income tax return. To obta or tax records" link, or call 1- cript." You will need your So ne address used when the 202	nin an IRS tax return -800-908-9946. Make sure cial Security Number, date O IRS tax return was filed).
	Check here if the student's IRS tax return transcript is attached to this worksheet.					
	Check here if the student's IRS tax return transcript will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.					
2	2. TAX RETURN NONFILERS—Co return with the IRS.	mplete th	nis section if the st	udent, will	not file and is not required to	o file a 2022 income tax
	Check the box that applies:					
	The student was not employed	l and had	no income earned	from worl	k in 2022.	
	The student was employed in each employer in 2022, and w student by employers. List every separate page with the student's r	hether ar employer	n IRS W-2 form is even if they did n	attached. A ot issue an	Attach copies of all 2022 IRS IRS W-2 form. If more space	W-2 forms issued to the
	Employ	er's Nan	ne		2022 Amount Earned	IRS W-2 Attached?

Employer's Name	2022 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000.00(example)	Yes(example)

Student's Name:	SSN:	
D. Parent's Income Information to Be Verified —Note: If two pare instructions and certifications below refer and apply to both parents.		B of this worksheet, the
1. TAX RETURN FILERS—Important Note: If the student's parent(s student's financial aid administrator must be contacted before compl		ded 2022 IRS tax return the
Instructions: Complete this section if the student's parent(s) filed on way to verify income is by using the IRS Data Retrieval Tool that is palready used the tool, the parent and the student should go to FAFSA FAFSA Corrections," and navigate to the Financial Information secundatermine if the parent(s) is eligible to use the IRS Data Retrieval To student's FAFSA. It takes up to two weeks for IRS income information electronic IRS tax return filers, and up to eight weeks for paper IRS or how to use the IRS Data Retrieval Tool see the student's financial	part of FAFSA on the Web. If <u>A.gov</u> , log in to the student's A tion of the form. From there, pol to transfer 2020 IRS inco n to be available for the IRS tax return filers. If you need	the student's parent(s) has not FAFSA record, select "Make follow the instructions to me tax information into the Data Retrieval Tool for
Check the box that applies:		
The student's parent <u>has used</u> the IRS Data Retrieval Tool in E. into the student's FAFSA, either on the initial FAFSA or when use the IRS information transferred into the student's FAFSA to co	making a correction to the F	AFSA. The student's school wil
The student's parent <u>has not yet</u> used the IRS Data Retrieval To information into the student's FAFSA once the parent's IRS tax information on how to use the IRS Data Retrieval Tool. The student's verification until the parent has transferred IRS information into	x return has been filed. <i>See it</i> dent <i>'s financial aid administr</i>	nstructions above for
The parent is unable or chooses not to use the IRS Data Retrieva copy of the parent's 2022 IRS tax return transcript(s)—not phot transcript go to www.IRS.gov and click on the "get transcripts of y Make sure you choose the "tax return transcript" and not the "to Social Security Number, date of birth, and the address on file wi 2022 IRS tax return was filed). It takes up to two weeks for IRS is return filers, and up to eight weeks for paper tax return filers. If filed, 2022 IRS tax return transcripts must be submitted for each	tocopies of the income tax re your tax records" link, or ca tax account transcript." The ith the IRS (normally this wil income information to be ave the parents are married, and	eturn. To obtain an IRS tax retur ll 1-800-908-9946. parent will need his or her ll be the address used when the ailable for electronic IRS tax
Check here if an IRS tax return transcript(s) is attached to	this worksheet.	
Check here if IRS tax return transcript(s) will be submitted completed until the IRS tax return transcript(s) has been su		Verification cannot be
2. TAX RETURN NONFILERS—Complete this section if the student income tax return with the IRS.	's parent(s) will not file and	is not required to file a 2022
Check the box that applies:		
The parent(s) was not employed and had no income earned from	m work in 2022.	
The parent(s) was employed in 2020 and has listed below the n each employer in 2022, and whether an IRS W-2 form is attach parent(s) by employer(s). List every employer even if they did not a separate page with the student's name and Social Security Number	ned. Attach copies of all 2022 issue an IRS W-2 form. If mo	2 IRS W-2 forms issued to the

Employer's Name	2022 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000.00 (example)	Yes (example)

E. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent must sign and date.	WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.		
Student's Signature	Date		
Parent's Signature	Date		

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the financial aid administrator at your school.

You should make a copy of this worksheet for your records.