

2024-2025 Dependent Verification Instructions

Your application was selected for review in a process called “Verification”. Verification is mandated by the U.S. Department of Education and requires schools to gather additional documentation to check the accuracy of information submitted on the FAFSA. To facilitate this process, you are required to complete and submit a signed **2024-2025 Dependent Student Verification Worksheet**, (see below) and certain other forms of income documentation to the Financial Aid Office.

The income tax documents that we accept are based on policy put forth by the U.S. Department of Education. We can only accept either:

- **An updated FAFSA using the IRS Direct Data Exchange (DDX), OR**
- **A 2022 IRS Tax Return Transcript**

If you did not use the **IRS Direct Data Exchange** when completing the FAFSA, **we encourage you to go back to studentaid.gov and update your tax information via IRS Direct Data Exchange (DDX)**. This is significantly faster than requesting a tax return transcript from the IRS.

To Obtain a Tax Return Transcript from the IRS

1. Go to www.irs.gov/transcript
 - a. Click ‘Get Transcript Online.’
 - b. Create an account.
 - c. **Select ‘Return Transcript’ for Tax Year ‘2022.’ Do not select the ‘Account Transcript.’**
 - d. Print a PDF copy of the transcript
2. Go to www.irs.gov/transcript
 - a. Click ‘Get Transcript by Mail.’
 - b. Provide the date of birth, address, and SSN of persons listed on the 2022 IRS Income Tax Return.
 - c. **Select ‘Return Transcript’ for Tax Year ‘2022.’ Do not select the ‘Account Transcript.’**
 - d. The transcript will be mailed to the address on the Return.
3. Call the IRS at 1-800-908-9946.

*If your parent(s)/marital partners filed separate 2022 IRS Income Tax Returns, Tax Returns for both are required to complete the verification process.

*If your parent(s)/marital partners were not required to file a 2022 IRS Income Tax Return: Submit a 2022 IRS Verification of Non-filing Letter dated on/after October 1, 2023.

Individuals Who Were Victims of IRS Tax-Related Identity Theft

An individual who was the victim of IRS tax-related identity theft must provide **both** of the following:

1. A **Tax Return Data-Base View (TRDBV) transcript** obtained from the IRS for the year 2022; contact the IRS at 1-800-908-4490;
2. A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for tax year 2022 must provide **both** of the following:

1. A **2022 IRS Tax Return Transcript** (signature not required); OR a **signed copy of the 2022 Income Tax Return and All Schedules you and your parents completed: AND**
2. A **signed copy of the 2022 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,”** was filed with the IRS.

Individuals Who Filed Non-IRS Income Tax Returns

A tax filer who filed a 2022 income tax return with a tax authority other than the IRS may provide a **signed** copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority.

2024-2025 Dependent Verification Worksheet

Please complete all sections in blue or black ink

A. DEPENDENT STUDENT INFORMATION

Last Name: _____ First Name: _____ M.I: _____ Student ID: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Date of Birth (Month and Day Only): _____

B. DEPENDENT STUDENT’S FAMILY INFORMATION

List the people in your parent(s) household, including:

- Yourself
- Your parents(s) (including stepparents and/or both legal (biological or adoptive) parents if they live together, regardless of the marital status or the gender of the parent(s).
- Your parent(s) other dependent children if a) your parent(s) will provide more than half of their support from July 1, 2024, through June 30, 2025, or b) the children would be required to provide parental information when applying for Federal Student Aid for 2024-2025.
- Other people only if they now live in your parent’s household and your parents provide more than half their support and will continue to do so through June 30, 2025. Attach a separate page if the space below is insufficient.

Name	Age	Relationship (to student)	College Attending	Enrolled at least half-time? (Y or N)

C. DEPENDENT STUDENT’S 2022 INCOME INFORMATION

Choose YES or NO:

 YES, the student has filed or will be required to file a 2022 IRS Income Tax Return. Please check one box below.

I **used** the IRS DDX to transfer 2022 IRS income tax information to the FAFSA **without making subsequent changes.**

I **did not** use the IRS DDX **OR** make subsequent changes to IRS data. **You must submit a 2022 IRS Tax Return Transcript.**

 NO, the student has not and is not required to file a 2022 IRS Income Tax Return. Please check one box below.

I was not employed and had no income earned from work in 2022.

I was employed in 2022. **List below** all employers, the amount earned from each employer in 2022, and submit **copies of ALL 2022 W-2 forms and/or 1099’s issued by the employer.** List every employer and amounts earned, even if the employer did not issue a W-2; examples include babysitting, yard work, dog walking, etc. **If you did not keep a copy of your W-2, please contact your employer.**

Source of Income/Employer’s Name	2022 Amount Earned	2022 IRS W-2 or 1099 Attached?
Suzy’s Auto Body Shop (example)	\$2,000.00(example)	Yes(example)

D. PARENT’S 2022 INCOME INFORMATION: If two parents were reported in Section B, the certifications below refer/apply to both

Choose YES or NO:

 YES, the parent(s) has filed or will be required to file a 2022 IRS Income Tax Return. Please check one box below.

The parent (s) used the IRS DDX to transfer 2022 IRS income tax information to the FAFSA **without making subsequent changes.**

The parent(s) **did not** use the IRS DDX **OR** made subsequent changes to IRS data. **Parent(s) must submit a 2022 IRS Tax Return Transcript**

 NO, the parent(s) has not and is not required to file a 2022 IRS Income Tax Return. Please check one box below.

Both parents were not employed and had no income earned from work in 2022.

One or both parents were employed in 2022. **List below** all employers, the amount earned from each employer in 2022, and submit **copies of ALL 2022 W-2 forms and/or 1099’s issued by the employer.** List every employer and amounts earned, even if the employer did not issue a W-2; examples include babysitting, yard work, dog walking, etc. **If you did not keep a copy of your W-2, please contact your employer.**

Source of Income/Employer’s Name	2022 Amount Earned	2022 IRS W-2 or 1099 Attached?
Suzy’s Auto Body Shop (example)	\$2,000.00 (example)	Yes (example)

E. **CERTIFICATION: BY Signing this worksheet, I certify all the information reported is complete is complete and correct.**

Student Signature (Required): _____ **Date:** _____

Parent Signature (Required): _____ **Date:** _____