

ID #

A									
---	--	--	--	--	--	--	--	--	--

Name _____
(Last Name) (First Name) (MI)

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

Family Size – Includes the following:

- The student.
- The student’s parents, even if the student is 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.
- The student’s siblings if the following are true:
 - They live with the student’s parents (or live apart because of college enrollment),
 - They receive more than half of their support from the student’s parents, and
 - They will continue to receive more than half their support from the student’s parents during the award year.
- Other persons if the following are true:
 - They live with the student’s parents,
 - They receive more than half of their support from the student’s parents, and
 - They will continue to receive more than half of their support from the student’s parents during the award year.

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

Full Name	Age	Relationship
		Self

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

ID #

A																			
---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name _____
(Last Name) (First Name) (MI)**Verification of 2022 Income Information for STUDENT TAX FILERS**

Important Note: The instructions below apply to the student and spouse if the student is married. Notify Enrollment Services if the student or spouse filed separate IRS income tax returns for 2022 or had a change in marital status after the end of the 2022 tax year on December 31, 2022.

Instructions: Complete this section if the student and spouse filed or will file a 2022 IRS income tax return(s). As part of federal student aid eligibility, students, and spouses (as appropriate), will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the student and spouse filed separate 2022 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. In most cases, no further documentation is needed to verify 2022 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.

If 2022 income tax return information for the student (or spouse, if applicable) was not available or could not be used, the student should provide the institution with a 2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules.

A **2022 IRS Tax Return Transcript** may be obtained through:

- **Get Transcript by Mail** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and NOT the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript Online** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and NOT the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

If the student and spouse filed separate 2022 IRS income tax returns, **2022 IRS Tax Return Transcripts** and all applicable schedules must be provided for both.

- Check here if a **2022 IRS Tax Return Transcript(s)** with all applicable schedules are provided.
- Check here if a **2022 IRS Tax Return Transcript(s)** with all applicable schedules will be provided later.

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

ID #

A									
----------	--	--	--	--	--	--	--	--	--

Name _____
(Last Name) (First Name) (MI)

Verification of 2022 Income Information for STUDENT NONTAX FILERS

The instructions and certifications below apply to the student and spouse if the student is married. Complete this section if the student and spouse will not file and *are not required* to file a 2022 income tax return with the IRS.

Check the box that applies:

- The student and spouse were not employed and had no income earned from work in 2022.
- The student and/or spouse were 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 is provided. (Provide copies of all 2022 IRS W-2 forms issued to the student and spouse by their employers.) List every employer even if the employer did not issue an IRS W-2 form.

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

<i>Employer's Name</i>	<i>2022 Amount Earned</i>	<i>IRS W-2 Provided?</i>
<i>ABC's Auto Body Shop (example)</i>	\$2,000.00	Yes
Total Amount of Income Earned from Work		\$

You must provide a signed and dated statement certifying that you (the student) did not file and were 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. Use the space below to write your statement.

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

ID # **A**

--	--	--	--	--	--	--	--	--	--

Name _____
(Last Name) (First Name) (MI)**Verification of 2022 Income Information for PARENT TAX FILERS**

Important Note: The instructions below apply to each parent included in the household. Notify the Financial Aid office if the parents filed separate IRS income tax returns for 2022 or had a change in marital status after the end of the 2022 tax year on December 31, 2022.

Instructions: Complete this section if the parents filed or will file a 2022 IRS income tax return(s). As part of federal student aid eligibility, parents will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the parents filed separate 2022 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. In most cases, no further documentation is needed to verify 2022 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.

If 2022 income tax return information for the parents was not available or could not be used, the parents should provide the institution with a **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules.**

A **2022 IRS Tax Return Transcript** may be obtained through:

- **Get Transcript by Mail** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and NOT the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript Online** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and NOT the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

If the parents filed separate 2020 IRS income tax returns, **2022 IRS Tax Return Transcripts with all applicable schedules must be** provided for both.

- Check here if a **2022 IRS Tax Return Transcript(s) with all applicable schedules are provided.**
- Check here if a **2022 IRS Tax Return Transcript(s) with all applicable schedules will be provided later.**

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

ID #

A															
---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name _____
(Last Name) (First Name) (MI)

Verification of 2022 Income Information for PARENT NONTAX FILERS

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2022 income tax return with the IRS.

Check the box that applies:

- Neither parent was employed and neither had income earned from work in 2022.
- One or both parents were 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 equivalent document is provided. (Provide copies of all 2022 IRS W-2 forms issued to the parents by their employers.) List every employer even if the employer did not issue an IRS W-2 form.

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

<i>Employer's Name</i>	<i>2021 Amount Earned</i>	<i>IRS W-2 Provided?</i>
<i>ABC's Auto Body Shop (example)</i>	\$2,000.00	Yes
Total Amount of Income Earned from Work		\$

You must provide a signed and dated statement certifying that you (the parent(s)) did not file and were 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. Use the space below to write your statement.

ID #

A									
---	--	--	--	--	--	--	--	--	--

Name _____
(Last Name) (First Name) (MI)

Special Circumstances for Parent and Student Tax Filers

Individuals Granted a Filing Extension by the IRS

An individual who is required to file a 2022 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2022, must provide:

- A signed statement listing the sources of any 2022 income and the amount of income from each source;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2022;
- A copy of IRS Form W-2 for each source of employment income received or an equivalent document for tax year 2022; and
- If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2022.

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 a signed copy of the 2022 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS or documentation from the IRS that include the change(s) made by the IRS, in addition to one of the following:

- Updated income and tax information from the IRS on an ISIR record with all tax information from the original tax return;
- A 2022 IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all the income and tax information required to be verified; or
- A signed copy of the 2022 IRS Form 1040 and the applicable schedules that were filed with the IRS.

Individuals Who Were Victims of IRS Tax-Related identity Theft

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

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS or, if unable to obtain a TRDBV, an equivalent document provided by the IRS or a copy of the signed 2022 income tax return and applicable schedules the individual filed with the IRS; and
- 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 Non-IRS Income Tax Returns

- A tax filer who filed an 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 before verification can be completed.

Each person signing below certifies that all 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 ID Number

Student's Signature (Required)

Date

Parent's Signature (Required)

Date

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.