

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

## 2024-2025 Verification Worksheet

### Dependent Student - Tracking Group V1

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states that before awarding Federal Student Aid, the Financial Aid Office is required to confirm all information you and your parents reported on your FAFSA. To verify that you provided correct information, a financial aid administrator 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 and at least one parent must complete, sign, and submit this worksheet, including any required documents. The Financial Aid Office may ask for additional information. To avoid delays in processing your financial aid, please contact the Financial Aid Office as soon as possible with any questions.

**WARNING: VERIFICATION RESULTS MAY AFFECT YOUR FINANCIAL AID**

### A. Dependent Student’s Information

Student’s First Name	Student’s Last Name	MI	Student’s SSN or ID Number
Student’s Street Address (include apt. no.)			Student’s Date of Birth
City	State	Zip	Student’s Email Address
Student’s Phone Number		Student’s Alternate or Cell Phone Number	

### B. Dependent Student’s Family Size

List in the table below the people in the parent’s household. Include the following:

- **The student.**
- **The student’s parents**, (including stepparent) even if the student doesn’t live with the parents. 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 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, the parent should not include any unborn children 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
		<b>SELF</b>

## C. Dependent Student's Income Information to Be Verified

### 1. TAX RETURN FILERS

**Instructions:** Complete this section if the student filed or will file a 2022 IRS income tax return(s). As part of federal student aid eligibility, students 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 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 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** maybe be obtained through the following:

**Get Transcript by MAIL** – Go to [www.irs.gov](http://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](http://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 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.

The student is unable to use the IRS DRT in FAFSA on the Web. Please check one or more of the conditions below and notify the Financial Aid Office:

- Granted a Filing Extension by the IRS
- Filed an Amended IRS Income Tax Return
- Victim(s) of IRS Tax-Related Identity Theft

### 2. TAX RETURN NONFILERS

**Only complete this section if the student will not file and is not required to file a 2022 income tax return with the IRS.**

**Check the box that applies:**

The student and spouse was not employed and had no income earned from work in 2022. Documentation must be provided from the IRS or other relevant tax authority dated on or after October 1, 2023 that indicates a 2022 IRS income tax return was not filed with the IRS or other relevant tax authority for both student and spouse.

- Check here if Non-filing statement is signed and dated
- Check here if Non-filing statement will be provided later

The student was employed in 2022 and has 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 by his/her employers. List every employer even if they did not issue an IRS W-2 form.

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

If more space is needed, attach a separate page with the student's name and Social Security Number at the top.

Employer's Name	2022 Amount Earned	IRS W-2 Attached?
ACME Shipping (example)	\$1,000	Yes

- Check here if Non-filing statement is signed and dated
- Check here if Non-filing statement will be provided later

## D. Parent's Income Information to Be Verified

### 1. TAX RETURN 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 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** maybe be obtained through the following:

- Get Transcript by MAIL – Go to [www.irs.gov](http://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](http://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 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.

Did any of the scenario's below apply? Please check one or more of the conditions below and notify the Financial Aid Office.

- Granted a Filing Extension by the IRS
- Filed an Amended IRS Income Tax Return
- Victim(s) of IRS Tax-Related Identity Theft

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

## 2. TAX RETURN NONFILERS

**Only complete this section if the student’s parent(s) will not file and is not required to file a 2022 income tax return with the IRS.**

**Check the box that applies:**

Neither parent was employed, nor either had income earned from work in 2022. Documentation must be provided from the IRS or other relevant tax authority dated on or after October 1, 2023 that indicates a 2022 IRS income tax return was not filed with the IRS or other relevant tax authority.

Check here if the Non-filing statement is provided

Check here if the Non-filing statement will be provided later

One or both parents were employed in 2022 and has 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 parents by their employers. List every employer even if they did not issue an IRS W-2 form.

*If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.*

Employer’s Name	2022 Amount Earned	For Whom?	IRS W-2 Attached?
ACME Shipping (example)	\$1,000		Yes

Check here if the Non-filing statement is provided

Check here if the Non-filing statement will be provided later

## E. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

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

**The student and at least one parent must sign and date this form. These have to be actual signatures not computer generated.**

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Date

***Return this worksheet to the Financial Aid Office at  
59 College Avenue  
Buckhannon, WV 26201***

***Or send a fax to our office at 304-473-8824***

***Keep a copy of this worksheet for your records***