

# 2024-2025 Verification Worksheet (Independent Student) Verification Tracking Group V5 (Page 1 of 2)

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal regulations require that before awarding federal student aid, we ask you to confirm the information you reported on your FAFSA to verify that you provided correct information. 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.

## SECTION 1 INCOME VERIFICATION

- 1a. Did you file, or were you required to file a U.S. Income Tax Return for 2022? Yes ☐ No ☐
- 1b. If married, did your spouse file, or was your spouse required to file, a U.S. Income Tax Return for 2022? Yes ☐ No ☐

If you (and/or your spouse) filed, **or were required to file**, a U.S. Income Tax Return for 2022, to satisfy this requirement please ensure your federal tax information has been transferred into your FAFSA record by the IRS. This can be done at [www.studentaid.gov](http://www.studentaid.gov). If you cannot use this option, you must provide the institution with a signed copy of your (and your spouse's) 2022 U.S. Income Tax Return **INCLUDING APPLICABLE SCHEDULES** or an **IRS Tax Return Transcript** available either online at [www.irs.gov](http://www.irs.gov) or by calling 1-800-908-9946. Consult with a financial aid advisor at the institution for more guidance.

If you (and/or your spouse) did not file, **and were not required to file**, a U.S. Income Tax Return for 2022, you must list the source and amount of income earned during 2022 below, **provide copies** of W-2s or explain why W-2s are not available, and you must submit a "Verification of Non-Filing" letter from the IRS. This letter can be obtained by filing IRS form 4506-T and checking box #7.

**IF YOU DID NOT WORK AND HAD NO EARNED INCOME IN 2022, CHECK THIS BOX ☐ AND PROCEED TO SECTION 2**

**IF MARRIED, AND YOUR SPOUSE DID NOT WORK AND HAD NO EARNED INCOME IN 2022, CHECK THIS BOX ☐ AND PROCEED TO SECTION 2**

**IF YOU OR YOUR SPOUSE, IF MARRIED, DID NOT FILE A TAX RETURN, COMPLETE THE APPROPRIATE SECTION BELOW**

Employer's Name	2022 Amount Earned by Student	2022 Amount Earned by Spouse	You must include your IRS W2 or 1099. Explain here if it is not provided.

## SECTION 2 FAMILY SIZE VERIFICATION

List the people in your family that will receive more than half of their support from you (and/or your spouse) from 7/1/2024 through 6/30/2025. Include yourself (and your spouse, if married). The first line should represent the student for whom this form is being completed, and whose signature will appear in the Certification at the bottom of this page.

Full Name	Age	Relationship
		SELF / STUDENT

**Your verification documentation is not yet complete. Please include identification information below and continue to Page 2 of this worksheet to complete verification of additional information.**

Print Student Name and ID Number, if applicable

**VERIFICATION OF IDENTITY**

You must appear in person at the institution to verify your identity by presenting valid, government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student's ID.

**CERTIFICATION OF EDUCATIONAL PURPOSE**

You must sign, in the presence of the institutional official, the following Statement of Educational Purpose:  
*(If you are unable to appear in person, this document must be notarized)*

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and that the  
**Print Student's Name**

Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending

\_\_\_\_\_ for 2024-2025.  
**Name of Postsecondary Educational Institution**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Student's Signature** **Date**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**School Official Witness Signature** **Date**

**Student's Document ID Number** \_\_\_\_\_

*Provide the ID number from the government-issued document used for proof of identity. This is typically the ID number on the Driver's License, State Identification Card, Passport, or other acceptable government-issued identification document with a valid expiration date.*

**CERTIFICATION & SIGNATURE**

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

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Student's Name** **Student's Signature** **Date**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Spouse's Name** **Spouse's Signature (optional)** **Date**

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