

## Dependent Student Verification Worksheet

Student's Name \_\_\_\_\_ Student ID \_\_\_\_\_  
Last First

### STEP 1: Household Information – 2024-25 Academic Year

Parent's Marital Status:  Married  Divorced  Unmarried, living together  Unmarried, not living together  
 Separated  Widowed  Single adoptive parent  Single, donor conceived child

Carefully read the instructions and, in the chart below, include:

- Student
- Student's legal parent(s) – biological or adoptive, even if you are not living with them.
  - If your legal parents are married or not married, separated, or divorced but live together, list both parents.
  - If your legal parents are separated or divorced (and do not live together), list the parent who provides the greater portion of financial support to you. If remarried, list legal parent and stepparent.
- Student's parent(s)' other dependent children if your parent(s) will provide more than half of their support and will continue to do so from July 1, 2024 through June 30, 2025.
- Other dependents only if they live with the student's parent(s) and student's parent(s) provide more than half their support and will continue to do so from July 1, 2024 through June 30, 2025.

Full Name	Age	Relationship
		Student

### STEP 2: Student's 2022 Tax Filing Status

Did you file or were you required to file a 2022 U.S. Federal Income Tax Return?

- Yes.** Use the Direct Data Exchange (DDX) in the *FAFSA® Form* to transfer your IRS income information into your FAFSA; **or** submit your *2022 IRS Tax Return Transcript* (irs.gov); **or** submit a signed copy of your *2022 Form 1040 U.S. Income Tax Return*. Continue to STEP 3.
- No, and I had no earnings from work.** Continue to STEP 3.
- No, but I had some earnings from work.** List all sources and amounts of income from 2022 (below). Submit copies of all Form W-2(s) and Form 1099-MISC(s). Continue to STEP 3.

Source of 2022 Income - Student	Amount
	\$
	\$

### STEP 3: Parent(s)' 2022 Tax Filing Status

Did your parent(s) file or were they required to file a 2022 U.S. Federal Income Tax Return?

- Yes.** Use the Direct Data Exchange (DDX) in the *FAFSA® Form* to transfer your parent(s)' IRS income information into your FAFSA; **or** submit your parent(s)' *2022 IRS Tax Return Transcript* (irs.gov); **or** submit a signed copy of your parent(s)' *2022 Form 1040 U.S. Income Tax Return*. Continue to STEP 4.
- No, and my parent(s) had no earnings from work.** Submit a *Verification of Non-filing Letter* for your parent(s) from the IRS for 2022 (obtained by using the IRS Get Transcript Tool or filing the IRS Form 4506-T). Continue to STEP 4.
- No, but my parent(s) had some earnings from work.** List all sources and amounts of your parent(s)' income from 2022 (below). Submit a *Verification of Non-filing Letter* for your parent(s) from the IRS for 2022 (obtained by using the IRS Get Transcript Tool or filing the IRS Form 4506-T) and copies of all your parent(s)' Form W-2(s) and Form 1099-MISC(s). Continue to STEP 4.

Source of 2022 Income – Parent(s)	Amount
	\$
	\$

### STEP 4: Other 2022 Income Information

Please report all applicable income information for you and your parent(s) below for the 2022 tax year. Enter \$0 for any field that does not apply.

PARENT(S)	STUDENT	
\$	Other untaxed income not reported elsewhere (e.g., deductions and payments to self-employed SEP, SIMPLE, Keogh, and other qualified individual retirement accounts excluded from income for federal tax purposes). Do not include payments made to tax-deferred pension and retirement plans, paid directly or withheld from earnings, that are not on the federal tax return. Source: _____	\$
\$	Tax exempt interest income.	\$
\$	Untaxed portion of individual retirement account distributions.	\$
\$	Untaxed portion of pensions (excluding rollovers).	\$
\$	Foreign earned income exclusions.	\$

### STEP 5: Certification

I certify that all of the information reported on this worksheet is complete and correct.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please sign and submit completed worksheet with supporting documentation to the Office of Financial Aid. Both student and parent signature are required for document to be valid.**