

Independent Student Verification Worksheet

Student's Name _____ Student ID _____
Last First

STEP 1: Household Information – 2024-25 Academic Year

Marital Status: Single Divorced Widowed
 Married Separated

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

- Student
- Student's Spouse (if applicable)
- Your dependent children if you 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 you and you 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.** Submit a *Verification of Non-filing Letter* from the IRS for 2022 (obtained by using the IRS Get Transcript Tool or filing the IRS Form 4506-T). Continue to STEP 3.
- No, but I had some earnings from work.** List all sources and amounts of income from 2022 (below). Submit a *Verification of Non-filing Letter* from the IRS for 2022 (obtained by using the IRS Get Transcript Tool or filing the IRS Form 4506-T) and copies of all Form W-2(s) and Form 1099-MISC(s). Continue to STEP 3.

Source of 2022 Income - Student	Amount
	\$
	\$

STEP 3: Spouse's 2022 Tax Filing Status

If you are married, did your spouse file or was he/she 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 spouse's IRS income information into your FAFSA; **or** submit your spouse's *2022 IRS Tax Return Transcript* (irs.gov); **or** submit a signed copy of your spouse's *2022 Form 1040 U.S. Income Tax Return*. Continue to STEP 4.
- No, and my spouse had no earnings from work.** Submit a *Verification of Non-filing Letter* for your spouse 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 spouse had some earnings from work.** List all sources and amounts of your spouse's income from 2022 (below). Submit a *Verification of Non-filing Letter* for your spouse 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 spouse's Form W-2(s) and Form 1099-MISC(s). Continue to STEP 4.

Source of 2022 Income – Spouse	Amount
	\$
	\$

STEP 4: Other 2022 Income Information

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

STUDENT & SPOUSE	
\$	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 _____

Spouse Signature _____ Date _____

Please sign and submit completed worksheet with supporting documentation to the Office of Financial Aid. Both student and spouse (if married) signature are required for document to be valid.