



2024-2025 Independent Verification Instructions

Your application was selected for review in a process called "Verification". Verification is mandated by the U.S. Department of Education and requires schools to gather additional documentation to check the accuracy of information submitted on the FAFSA.

To facilitate this process, you are required to complete and submit a signed **2024-2025 Dependent Student Verification Worksheet**, (see below) and certain other forms of income documentation to the Financial Aid Office.

The income tax documents that we accept are based on policy put forth by the U.S. Department of Education. We can only accept either:

- An updated FAFSA using the IRS Direct Data Exchange (DDX), OR
- A 2022 IRS Tax Return Transcript

If you did not use the IRS Direct Data Exchange when completing the FAFSA, we encourage you to go back to studentaid.gov and update your tax information via IRS Direct Data Exchange (DDX). This is significantly faster than requesting a tax return transcript from the IRS.

To Obtain a Tax Return Transcript from the IRS

1. Go to www.irs.gov/transcript
 - a. Click 'Get Transcript Online.'



2024-2025 Independent Verification Worksheet

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 NO, the student has not filed and is not required to file a 2022 IRS Income Tax Return. Please check one box below. You must also submit a 2022 IRS Verification of Non-filing Letter dated on/after October 1, 2023. To obtain this form go to www.irs.gov/transcript.

I was not employed and had no income earned from work in 2022.

I was employed in 2022. List below all employers, the amount earned from each employer in 2022 and submit copies of all W-2 forms and/or 1099's issued by employer. List every employer and amounts earned, even if employer did not issue a W-2; examples include babysitting, yard work, dog walking, etc. If you did not keep a copy of your W-2, please contact your employer.

Source of Income/Employer's Name	2022 Amount Earned	2022 IRS W-2 or 1099 Attached?