

2024-2025 V1-D Verification Worksheet

Dependent Student

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, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school 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 and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

Dependent Student’s Information

Student’s Last Name	Student’s First Name	Student’s M.I.	Student Identification Number
Student’s Street Address (include apt. no.)			
City	State	Zip Code	Student’s Email Address
Student’s Home Phone Number (include area code)			Student’s Alternate or Cell Phone Number

Number of Household Members and Number in College (Dependent Student)

Number of Household Members: List below the people in the parents’ household. Include:

- The student.
- The parents (including a stepparent) even if the student doesn’t live with the parents.
- The parents’ other children if the parents will provide more than half of the children’s support from July 1, 2024, through June 30, 2025, or if the other children would be required to provide parental information if they were completing a FAFSA for 2024–2025. Include children who meet either of these standards, even if a child does not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other person’s support and will continue to provide more than half of that person’s support through June 30, 2025.

If more space is needed, provide a separate page with the student’s name and ID number at the top.

Full Name	Age	Relationship
		<i>Self</i>

Verification of 2022 Income Information for Student Tax Filers:

Important Note: The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse 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 student filed or will file a 2022 IRS income tax return(s). *The best way to verify income is by using the FA-DDX Direct Data Exchange that is part of FAFSA on the Web at studentaid.gov.* In most cases, no further documentation is needed to verify 2022 income information that was transferred into the student’s FAFSA using the FA-DDX if that information was not changed.

Check the box that applies:

- The student has used the FA-DDX in *FAFSA on the Web* to transfer 2022 IRS income tax return information into the student’s FAFSA.
- The student has not yet used the FA-DDX in *FAFSA on the Web* but will use the tool to transfer 2022 IRS income tax return information into the student’s FAFSA.
- The student is unable or chooses not to use the FA-DDX in *FAFSA on the Web*, and instead will provide the school with a signed copy of the **2022 IRS Tax Return** and applicable schedules or a copy of the **2022 IRS Tax Return Transcript**.

A **2022 IRS Tax Return Transcript** may be obtained through:

- **Get Transcript by MAIL** – Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax 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, under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax 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 number 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.

If the student and spouse filed separate 2022 IRS income tax returns, the FA-DDX cannot be used and the **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules** must be provided for each.

- ___ Check here if a signed copy of the **2022 IRS Tax Return** or the **Tax Return Transcript(s)** is provided.
- ___ Check here if a signed copy of the **2022 IRS Tax Return** or the **Tax Return Transcript(s)** will be provided later.

Verification of 2022 Income Information for Student Nontax Filers (Please skip this portion if you filed taxes):

The instructions and certifications below apply to the student. 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 was not employed and had no income earned from work in 2022.
- 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 or an equivalent document is provided. [Provide copies of all 2022 IRS W-2 forms issued to the student by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student’s name and ID number at the top.

Employer’s Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2022
<i>(Example) ABC’s Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

Provide documentation 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, or a signed statement certifying that the individual attempted to obtain confirmation of non-filing from the IRS or other relevant tax authority and was unable to obtain the required documentation.

___ Check here if **confirmation of non-filing** or a **signed statement** is provided.

___ Check here if **confirmation of non-filing** or a **signed statement** will be provided later.

Verification of 2022 Income Information for Parent Tax 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). *The best way to verify income is by using the FA-DDX Direct Data Exchange that is part of FAFSA on the Web at studentaid.gov.* In most cases, no further documentation is needed to verify 2022 income information that was transferred into the student's FAFSA using the FA-DDX if that information was not changed.

Check the box that applies:

- The parents have used the FA-DDX in *FAFSA on the Web* to transfer 2022 IRS income tax return information into the student's FAFSA.
- The parents have not yet used the FA-DDX in *FAFSA on the Web*, but will use the tool to transfer 2022 IRS income tax return information into the student's FAFSA.
- The parents are unable or choose not to use the FA-DDX in *FAFSA on the Web*, and instead will provide the school with a **signed** copy of the **2022 IRS Tax Return** (s) and applicable schedules or a copy of the **2022 IRS Tax Return Transcript(s)**.

A **2022 IRS Tax Return Transcript** may be obtained through:

- **Get Transcript by MAIL** – Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax 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, under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax 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 number 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.

If the parents filed separate 2022 IRS income tax returns, the FA-DDX cannot be used and the **signed 2022 IRS Tax Returns** or **2022 Tax Return Transcript(s)** must be provided for each.

___ Check here if a **signed** copy of the **2022 IRS Tax Return** or the **Tax Return Transcript(s)** is provided.

___ Check here if a **signed** copy of the **2022 IRS Tax Return** or the **Tax Return Transcript(s)** will be provided later.

Verification of 2022 Income Information for Parent Nontax Filers (Please skip this portion if taxes were filed):

The instructions and certifications below apply to each parent included in the household. *Complete this section only if the parents will not file and are not required to file a 2022 income tax return with the IRS.*

Check the box that applies:

- Neither parent was employed, and neither had income earned from work in 2022.
- One or both parents were employed in 2022 and have listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2022 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student’s name and ID number at the top.

Employer’s Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2022
<i>(Example) ABC’s Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

Provide documentation 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, or a signed statement certifying that the individual attempted to obtain confirmation of non-filing from the IRS or other relevant tax authority and was unable to obtain the required documentation.

- ___ Check here if **confirmation of non-filing** or a **signed statement** is provided.
- ___ Check here if **confirmation of non-filing** or a **signed statement** will be provided later.

Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date. I (we) give LBWCC authorization to submit corrections to my ISIR/FAFSA Submission Summary For verification purposes.

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

Print Student’s Name

Student’s ID Number

Student’s Signature

Date

Parent’s Signature

Date