

2024-2025 V1-I Verification Worksheet

Independent 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 reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

Student's Information

Student's Last Name	First Name	M.I.	Student's Identification (ID) 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 (Independent Student)

Number of Household Members: List below the people in the student's household. Include:

- The student.
- The student's spouse, if the student is married.
- The student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2024, through June 30, 2025, even if a child does not live with the student.
- Other people if they now live with the student and the student or spouse provides 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 and spouse 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 **2022 IRS Tax Return Transcript(s)** or a **signed** copy of the **2022 IRS Tax Return** and applicable schedules.

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

- **Get Transcript by Mail** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "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, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "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 **signed 2022 IRS Tax Return(s)** and applicable schedules 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 Student Nontax Filers (*Please skip this portion if you filed taxes*):

The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and spouse will not file and are 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.

Certification and Signature

Each person signing below certifies that all of the information reported is complete and correct. I 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 (Required)

Date

Spouse's Signature (Optional)

Date