



**OFFICE OF STUDENT FINANCIAL AID**  
**2024-2025 Verification Worksheet**

**Instructions**

- Complete all sections of this worksheet. Write “0” for any income not received and “N/A” for sections that do not apply.
- Collect requested 2022 financial documents for you and your spouse (if married) and/or for your parent(s) (if dependent).
- Submit your completed verification worksheet, along with the required financial documents requested, to the address, fax, or email at the bottom of this page. You may also upload this form via your Financial Aid portal.

**STEP 1 - Student Information:** Please print neatly so we are able to match your information to your file.

Last Name	First Name	M.I.	SSN or Student I.D.
Mailing Address (include apartment number)		City	State
_____/_____/_____		(_____)_____	
Date of Birth		Phone Number (area code)	
Primary Email Address			

**STEP 2 – Family Size Information:** List yourself first, regardless of where you live. List others as they apply.

DEPENDENT STUDENTS should also list:	INDEPENDENT STUDENTS should also list:
<ul style="list-style-type: none"> <li>• Parent(s) (biological or adoptive), if they are living together, regardless of marital status or gender. This may include a step-parent if your parent remarried - even if you don't live with your parents.</li> <li>• Other dependent children of your parents or any other people if they now live with your parents and your parent will provide more than half of their support from July 1, 2024 – June 30, 2025, or they would be required to provide parental information when applying for Federal Student Aid.</li> </ul>	<ul style="list-style-type: none"> <li>• Your spouse (if you are married and not separated).</li> <li>• Your children and any other people, if they now live with you and if you (or spouse) will provide more than half of their support from July 1, 2024 through June 30, 2025.</li> </ul>

Full Name	Age	Relationship to Student
		<i>Yourself</i>

**STEP 3 - Forms and Required Income Information:**

Student / Spouse	<u>Please answer</u>	Parent / Step-parent
<input type="checkbox"/> YES <input type="checkbox"/> NO	1. I filed a 2022 Federal Tax Return	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> YES <input type="checkbox"/> NO	2. I worked in 2022 but was not required to file a 2022 Federal Income Tax Return	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> YES <input type="checkbox"/> NO	3. I did not work and did not earn income from working in 2022	<input type="checkbox"/> YES <input type="checkbox"/> NO

*For the following boxes, you must complete all fields.  
If there is no amount to report in a field, please write "0" or "N/A"*

Student / Spouse 2022 Amount	2022 Untaxed Income	Parent / Step-parent 2022 Amount
a.	a. Untaxed portions of IRA distributions from IRS Form 1040 (Line 4a minus 4b). <i>Exclude rollovers. If negative, enter a zero here.</i>	a.
b.	b. Untaxed portions of pensions from IRS Form 1040 (Line 5a minus 5b). <i>Exclude rollovers. If negative, enter a zero here.</i>	b.
c.	c. IRA deductions and payments to self-employed SEP, SIMPLE, and other qualified plans from IRS Form 1040 Schedule 1, Line 16 + Line 20.	c.
d.	d. Tax-exempt interest income from IRS Form 1040 - Line 2a.	d.
e.	e. Education credits (American Opportunity, Hope, or Lifetime Learning tax credits) from your IRS Form 1040 Schedule 3, Line 3	e.

\_\_\_\_\_  
Student Signature (Required – DO NOT sign electronically)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (Required for Dependent students – DO NOT sign electronically)

\_\_\_\_\_  
Date

**WARNING:** *If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.*