

A. Dependent Student's Information

B. Dependent Student's Family Information

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their 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 they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2025.

[illegible]

C. Dependent Student's Income Information to Be Verified

1. **TAX RETURN FILERS—Important Note:** If the student filed, or will file, an amended 2022 IRS tax return, the student must contact the financial aid office before completing this section.

Instructions: Complete this section if the student, filed or will file a 2022 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA® on the Web. If the student has not already used the tool, go to FAFSA.gov, log in to the student's FAFSA® record, select "Make FAFSA® Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2022 IRS income tax information into the student's FAFSA®. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid office.*

Check the box that applies:

- ☐ The student has used the IRS Data Retrieval Tool on the Web to retrieve and transfer 2022 IRS income information into the student's FAFSA®, either on the initial FAFSA or when making a correction to the FAFSA®. *The student's school will use the IRS information that was transferred in the verification process.*
- ☐ The student has not yet used the IRS Data Retrieval Tool in FAFSA® on the Web, but will use the tool to retrieve and transfer 2022 IRS income information into the student's FAFSA® once the student has filed a 2022 IRS tax return **(THIS IS THE BEST OPTION IF YOU HAVE NOT ALREADY USED THE DATA RETRIEVAL TOOL)**. *See instructions above for information on how to use the IRS Data Retrieval Tool. The student's school cannot complete the verification process until the IRS information has been transferred into the FAFSA®.*
- ☐ The student is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA® on the Web, and the student will submit to the school a **2022 IRS tax return transcript**—not a photocopy of the income tax return. *To obtain an IRS tax return transcript, go to www.IRS.gov and click “Get Transcript of Your Tax Records”, select “ONLINE” or “MAIL”. Make sure to request the “IRS **Tax Return** transcript” and not the “IRS **Tax Account** transcript.” You will need your Social Security Number, date of birth, and the address on file with the IRS. (Typically this will be the address used when the 2022 IRS tax return was filed.) It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.*
- ☐ *Check here if the student's IRS tax return transcript is attached to this worksheet.*
- ☐ *Check here if the student's IRS tax return transcript will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.*

2. TAX RETURN NONFILERS—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 the student's employers, the amount earned from each employer in 2022, and whether an IRS W-2 form is attached. Attach copies of all 2022 IRS W-2 forms issued to the student by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and IRSC ID at the top.*

[illegible]

D. Parent's Income Information to Be Verified—Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

1. TAX RETURN FILERS—Important Note: If the student's parent(s), filed or will file, an amended 2022 IRS tax return the student's financial aid office must be contacted before completing this section.

Instructions: Complete this section if the student's parent(s) filed or will file a 2022 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA® on the Web. If the student's parent(s) has not already used the tool, the parent and the student should go to FAFSA.gov, log in to the student's FAFSA® record, select "Make FAFSA® Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2022 IRS income tax information into the student's FAFSA®. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about whether or how to use the IRS Data Retrieval Tool see the student's financial aid office.*

Check the box that applies:

- ☐ The student's parent has used the IRS Data Retrieval Tool in FAFSA® on the Web to transfer 2022 IRS income information into the student's FAFSA®, either on the initial FAFSA® or when making a correction to the FAFSA®. *The student's school will use the IRS information transferred into the student's FAFSA® to complete the verification process.*
- ☐ The student's parent has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2022 IRS income information into the student's FAFSA® once the parent's IRS tax return has been filed **(THIS IS THE BEST OPTION IF YOU HAVE NOT ALREADY USED THE DATA RETRIEVAL TOOL)**. *See instructions above for information on how to use the IRS Data Retrieval Tool. The student's financial aid office cannot complete verification until the parent has transferred IRS information into the student's FAFSA®.*
- ☐ The parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the student's school a copy of the parent's **2022 IRS tax return transcript(s)**—not photocopies of the income tax return. *To obtain an IRS tax return transcript, go to www.IRS.gov and click on the "Get Transcript of Your Tax Records" link, select "ONLINE" or "MAIL". Make sure to request the "IRS Tax Return transcript" and not the "IRS Tax Account transcript." You will need your Social Security Number, date of birth and the address on file with the IRS. (Typically this will be the address used when the 2022 IRS tax return was filed.) It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If the parents are married, and separate 2022 tax returns were filed, 2022 IRS tax return transcripts must be submitted for each parent.*
- ☐ Check here if an IRS tax return transcript(s) is attached to this worksheet.
- ☐ Check here if IRS tax return transcript(s) will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.

2. TAX RETURN NONFILERS—Complete this section if the student's parent(s) will not file and is not required to file a 2022 income tax return with the IRS.

Check the box that applies:

- ☐ The parent(s) was not employed and had no income earned from work in 2021.

The parent(s) was employed in 2022 and has listed below the names of all the parent's employers, the amount earned from each employer in 2022, and whether an IRS W-2 form is attached. Attach copies of all 2022 IRS W-2 forms issued to the parent(s) by employer(s). *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and IRSC ID at the top.*

Employer's Name <i>Example (Suzy's Auto Body Shop)</i>	2022 Amount Earned <i>Example \$2,000.00</i>	IRS W-2 Attached? <i>Example (Yes or No)</i>

Student's Name: _____ IRSC ID: _____

E. Parent's Other Information to Be Verified

Check the box that applies.

1. Complete this section if someone in the student's parent's household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or SNAP (**formerly known as food stamps**) any time during the 2021 or 2022 calendar years.

☐ One of the persons listed in Section B of this worksheet received SNAP benefits in 2021 or 2022. If asked by the student's school, I will provide documentation of the receipt of SNAP benefits during 2021 and/or 2022.

Name of person receiving benefits: _____ Total amount received: _____

2. Complete this section if one of the student's parents paid child support in 2022.

☐ One (or both) of the student's parents listed in Section B of this worksheet paid child support in 2022. The parent has indicated below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2022 for each child. If asked by the school, I will provide documentation of the payment of child support. *If you need more space, attach a separate page that includes the student's name and IRSC ID at the top.*

Name of Person Who Paid Child Support <i>Example (Marty Jones)</i>	Name of Person to Whom Child Support was Paid <i>Example (Chris Smith)</i>	Name of Child for Whom Support Was Paid <i>Example (Terry Jones)</i>	Amount of Child Support Paid in 2022 <i>Example (\$6,000)</i>

F. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent must sign and date.

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

Student's Signature

Date

Parent's Signature

Date

***Do not mail this worksheet to the U.S. Department of Education.
Submit this worksheet to the financial aid office at your school.
You should make a copy of this worksheet for your records.***