



# 2024-2025 Verification Worksheet

Form Due Date: June 1, 2024

The U.S. Department of Education has selected your 2024-2025 FAFSA for the verification review process. This is to ensure that your FAFSA was completed correctly. In order to satisfy the verification requirements you must submit the required documentation outlined in Section C of this worksheet. A delay in the verification process will delay awarding and disbursement of financial aid.

## A. Student Information

Last Name	First Name	M.I.	Student ID #
Email		Phone Number (include area code)	
Address (include apt. no), City, State, Zip Code			

## B. Family Information—Who do I include in my household?

If you are a **DEPENDENT** student, include:

- Yourself
- Your parent(s) (including stepparent) even if you don't live with your parents. **Do not include noncustodial parent.**
- 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 the children would be required to provide parental information when completing a FAFSA for 2024-2025.
- 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.

If you are an **INDEPENDENT** student (24 or older), include:

- Yourself
- Your spouse (if you are married)
- Your and/or your spouse's children, if you will provide more than half of their support from July 1, 2024 through June 30, 2025
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2025.

Full Name	Age	Relationship
		<b>Include Yourself</b>

Office Use Only					RRAAREQ: VERIFY
					BDM: Verification
Date Received	Received By	Tracked	RHACOMM	Imaged	

**C. Student's Income Information (check one only)**

1. \_\_\_\_\_ I provided consent and approved the sharing and importing of my 2022 income and tax information from the IRS when I completed the FAFSA form
2. \_\_\_\_\_ I am attaching my 2022 **\*\*Tax Return Transcript OR my signed** 2022 Tax Return with Schedule 1, Schedule 2, and Schedule 3 (if applicable)
3. \_\_\_\_\_ I **did not earn** income from work in 2022 and I did not and was not required to file taxes. Independent students must submit a **\*\*Verification of Non-filing Letter**
4. \_\_\_\_\_ I **did earn** income from work in 2022 but I did not and was not required to file. I am attaching all copies of my 2022 W2s. Independent students must also submit a **\*\*Verification of Non-Filing Letter** (fill out Step D)

**Parent or Spouse Income Information (check one only)**

1. \_\_\_\_\_ I provided consent and approved the sharing and importing of my 2022 income and tax information from the IRS when I completed the FAFSA form
2. \_\_\_\_\_ I am attaching my 2022 **\*\*Tax Return Transcript OR my signed** 2022 Tax Return with Schedule 1, Schedule 2, and Schedule 3 (if applicable)
3. \_\_\_\_\_ I **did not earn** income from work in 2022 and I did not and was not required to file. I am attaching my **\*\*Verification of Non-filing Letter**
4. \_\_\_\_\_ I **did earn** income from work in 2022 but I did not and was not required to file. I am attaching all copies of my 2022 W2s and my **\*\*Verification of Non-Filing Letter** (fill out Step D)

**\*\*You are required to submit a Verification of Non-Filing. Use these steps to request a Verification of Non-Filing or Tax Return Transcript.**

- ⇒ Go to <https://www.irs.gov>—select Get Your Tax Record
- ⇒ Mail or Fax Form 4506-T to the IRS
- ⇒ Call the IRS at (800) 908-9946

**D. Earned Wages Income from 2022 (complete if you selected option 4 in Step C)**

Employer's Name– Was an IRS W-2 Provided?	Student Earnings	Parent /Spouse Earnings

**E. Certification and Signature (Digital or Typed Signatures Not Accepted)**

I certify that all of the information reported on this worksheet is complete and correct. *Warning: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.*

\_\_\_\_\_  
 Print Student's Name                                  Student's Signature                                  Student ID                                  Date

\_\_\_\_\_  
 Print Parent's Name                                  Parent's Signature ( if student is dependent)                                  Date

Our office may update your FAFSA if discrepancies are found. We may request more information if needed. If you have questions about verification, contact our office as soon as possible to avoid a delay with your financial aid package.

**You may submit your form and documents by fax or mail (on first page of worksheet) or use the "Submit Documents" option at <https://www.stmarytx.edu/admission/financial-aid/forms/> to upload docs.**