

2024-2025 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 says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parent(s) 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.

A. Dependent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's Social Security Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)			Student's Alternate or Cell Phone Number

B. Dependent Student's Family Information

List below the people in your parent(s)' household. Include:

- 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.

Include the name of the college for any household member, excluding your parent(s), who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2024, and June 30, 2025. *If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Self</i>	<i>Central University</i>	<i>Yes</i>

C. Dependent Student's Income Information to Be Verified

1. **Tax Return Filers Instructions:** The instructions and certifications below apply to the student. 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 IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](https://fafsa.gov).* In most cases, no further documentation is needed to verify 2022 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

- ☐ The student has used the IRS DRT in *FAFSA on the Web* to transfer 2022 IRS income tax return information into the student's FAFSA.
- ☐ The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead **will** provide the school with a **2022 IRS Tax Return Transcript(s) OR a signed copy of their 2022 Income Tax Return(s)**.

_____ Check here if a **2022 IRS Tax Return Transcript(s) OR signed 2022 Income Tax Return(s)** is provided.

_____ Check here if a **2022 IRS Tax Return Transcript(s) OR signed 2022 Income Tax Return(s)** will be provided later.

Verification cannot be completed until the IRS tax return transcript(s) has been submitted to your school.

2. **Non-filers Instructions:** The instructions and certifications below apply to the student. Complete this section if the student 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 have listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form 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 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		\$

Student's Name: _____ SSN: _____

D. Parent's Income Information to Be Verified

*Note: If two parent(s) were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

1. **Tax Return Filers Instructions:** The instructions and certifications below apply to each parent included in the household. Complete this section if the parent(s) **filed or will file** a 2022 IRS income tax return(s).

Check the box that applies:

☐ The parent(s) have used the IRS DRT in *FAFSA on the Web* to transfer 2022 IRS income tax return information into the student's FAFSA.

☐ The parent(s) are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead **will** provide the school with a **2022 IRS Tax Return Transcript(s) OR a signed copy of their 2022 Income Tax Return(s)**.

_____ Check here if a **2022 IRS Tax Return Transcript(s) OR signed 2022 Income Tax Return(s)** is provided.

_____ Check here if a **2022 IRS Tax Return Transcript(s) OR signed 2022 Income Tax Return(s)** will be provided later.

Verification cannot be completed until the IRS tax return transcript(s) has been submitted to your school.

2. **Non-filers Instructions:** The instructions and certifications below apply to each parent included in the household. 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:

☐ Neither parent was employed, nor neither had income earned from work in 2022. **The parent(s) will provide the school with a 2022 IRS Verification of Non-filing letter.**

☐ One or both parent(s) 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 is provided. [Provide copies of all 2022 IRS W-2 forms issued to the parent(s) by their employers]. List every employer even if the employer did not issue an IRS W-2 form. **The parent(s) will provide the school with a 2022 IRS Verification of Non-filing letter.**

Employer's Name	IRS W-2 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		\$

E. 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

Submit this worksheet to:

Florida Gateway College

Office of Financial Aid

149 SE College Place

Lake City, FL 32025

FAX: 386-754-4529

You should make a copy of this worksheet for your records.