

Student Name (please print): _____ Student ID: _____

**Your FAFSA application was selected for review in a process called verification.
Before any awarding can take place, this process must be completed.**

A. Instructions for Tax Return Filer: Please read to understand your choices:

- Using the Direct Data Exchange (DDX) is the preferred way to verify income. If you have not already used the tool, go to studentaid.gov and select *Apply for aid*, log in to the FAFSA. Select "*Make FAFSA Corrections*" and navigate to the Financial Information section of the form. Follow instructions to determine if the student and/or student's parent(s) can use the IRS DDX for 2022 tax information to FAFSA.
- Provide a signed copy of your 2022 IRS 1040/1040X. No typed signatures or PIN numbers are accepted, you must provide a wet signature. If your taxes were prepared by a tax professional, their information with PTIN must be provided in lieu of the taxpayer's wet signature.
If you filed a Foreign Tax return, we will need signed (wet) copies with W-2 equivalents. Please contact our office if you cannot provide Foreign Tax documents for alternative options.
- If you are unable to use the Direct Data Exchange (DDX) or do not choose to use the tool, you will need to supply a 2022 tax return transcript. Go to [Get Transcript | Internal Revenue Service \(irs.gov\)](https://www.irs.gov/irb/2022-12/revproc/2022-12-01-02.html) to obtain and print your tax return transcript OR call 1-800-908-9946. Make sure you request the "IRS tax return transcript" and NOT the "IRS tax account transcript".

B. Instructions for NON-TAX Return Filers:

Complete this section if the student, or spouse (if married), or student's parent(s) (for dependent students) will not file and is not required to file a 2022 income tax return with the IRS.

Check the box that applies:

<input type="checkbox"/> The student and/or spouse will not file a 2022 tax return	<input type="checkbox"/> The parent will not file a 2022 tax return
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To get an IRS Tax Return Transcript, Verification of Nonfiling Statement, and/or Wage and Income Transcript:

- Online: Go to the IRS website, select "Get Your Tax Record." Select "Get Transcript Online" or "Get Transcript by Mail." Make sure to request the "Return Transcript," not the "Account Transcript" if you are requesting the federal tax forms.
- By Phone: Call 1.800.908.9946 (IRS Tax Return Transcript only)
- Through a Paper Request Form: IRS Form 4506-T. Check box 6a for return transcript and/or box 8 for a Wage and Income transcript. Or IRS Form 4506T-EZ (IRS Tax Return Transcript only). The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

****Only dependent students that are listed on a parent 2022 tax return are omitted from providing documentation.***

**Provide copies of all 2022 IRS W-2 forms issued to
the student, or spouse (if married), or student's parent(s) (for dependent students)**

Employer's Name	2022 Amount Earned	IRS W-2 Provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

If more space is needed, provide a separate page with the student's name and ID number at the top.

C. Family Size:

See the instructions below to determine who will be included as part of your household. Do not include family members who pay toward household expenses or pay their own expenses.

1. Yourself	2. Your Spouse if Married -OR- Your Parent(s) <i>Including Stepparent</i>	3. Your Children -OR- Other Children of Your Parent(s)	4. Other People
Always list yourself first	Even IF you don't live with your parent(s)	IF your parent(s) will provide more than half of their support from July 1, 2024 through June 30, 2025 —OR— IF the child would be required to provide parental information if they were completing a FAFSA for 2024-2025	IF they now live with you OR your parent(s) and you/parent(s) provides 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	College	Will be Enrolled at Least Half Time
<i>Marty Jones(example)</i>	<i>28</i>	<i>Wife</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>	<i>South Piedmont Community College</i>	

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Certification and Signature

I certify that all 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, be sentenced to jail, or both.

Student's Signature (Required)

Student Name (Print)

Date

Parent's Signature (If Student is Dependent)

Parent Name (Print)

Date