



## 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 parents 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 whose information was reported on the FAFSA must complete and sign this worksheet, attach any required documents, and submit to the financial aid office at your school. We may ask for additional information. If you have questions about verification, contact your financial aid office as soon as possible to avoid delays.

### A. Student’s Information

_____ Student’s Last Name	_____ Student’s First Name	_____ Student’s M.I.	_____ Student’s SSN 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. Parents’ Family Information

List the people your parent(s) will support between July 1, 2024, and June 30, 2025. Family size includes the following:

- The student and the student’s parents, (including a stepparent) even if the student is not living with them. Exclude a parent who has died or is not living in the household because of separation or divorce. Include a parent who is on active duty in the U.S. Armed Forces apart from the family.
- The student’s siblings if the following are true:
  - o They live with the student’s parents (or live apart because of college enrollment),
  - o They receive more than half of their support from the student’s parents, and
  - o They will continue to receive more than half their support from the student’s parents during the award year.
- Other persons if the following are true:
  - o They live with the student’s parents,
  - o They receive more than half of their support from the student’s parents, and
  - o They will continue to receive more than half their support from the student’s parents during the award year.

The provided criteria for “dependent children” or “other persons” align with the requirement that family size align with whom the parent could claim as a dependent on a U.S. tax return if the parent were to file a U.S tax return at the time of completing the 2024-2025 FAFSA. As a result, the parent should not include any unborn children in the family size.

Write the name of the college below for any household member, excluding your parent(s), who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2024, and June 30, 2025.

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

If more space is required, attach a separate page with the student's name and SSN at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
		Self	Mars Hill University	

IMPORTANT: Parent(s); college enrollment status is not considered for a dependent student.

**C. Student's Income Information to Be Verified IMPORTANT: 2022 Tax Information required.**

NOTE: If you filed an amended 2022 IRS tax return, please notify your Financial Aid Office. You may be required to submit additional documentation.

Check the box that applies:

- My 2022 income tax return was used and successfully imported into the FAFSA. In most cases, no further documentation is needed to verify 2022 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.
- My 2022 income tax return was unavailable or could not be used, and instead will provide the institution with a 2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 Federal Income Tax Return and applicable schedules.  
*\*Directions on how to request a 2022 IRS Tax Return Transcript are listed in Section D.*
- I was not employed and had no income earned from work in 2022.
- I was employed in 2022 but was not required to file an income tax return. I have listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form, or an equivalent document is provided. List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	2022 Amount Earned	IRS W-2 Attached?
<i>Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>
Total Amount of Income Earned from Work		\$

**D. Parent's Income Information to Be Verified— IMPORTANT: 2022 Tax Information required.**

NOTE: Provide the requested income information for each parent/stepparent listed in Section B of this worksheet.

Notify the financial aid office if the parents filed separate IRS income tax returns for 2022 or had a change in marital status after December 31, 2022. If your parent(s) filed (or will file) an amended 2022 IRS tax return, you may be required to submit additional documentation.

Check the box that applies:

- My parent(s)/stepparent 2022 income tax return was used and successfully imported into the FAFSA. In most cases, no further documentation is needed to verify 2022 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.
- My parent(s)/stepparent 2022 income tax return was unavailable or could not be used, and instead will provide the institution with a 2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 Federal Income Tax Return and applicable schedules.  
*\*Directions on how to request a 2022 IRS Tax Return Transcript are listed below.*
- Neither parent(s)/stepparent was employed, and neither had income earned from work in 2022. \*Non-Filing letter required
- My parent(s)/stepparent do not file Taxes and I will provide a non-filing letter from the IRS. \*Non-Filing letter required
- One or both parent(s)/stepparent were employed in 2022 but did not file taxes and have listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form, or an equivalent document is provided.

List every employer even if the employer did not issue an IRS W-2 form.

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

\*A 2022 IRS Tax Return Transcript or IRS Statement of Non-filing may be obtained through:

- 1) BY MAIL – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and NOT the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- 2) ONLINE – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and NOT the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript is displayed online upon successful completion of the IRS's two-step authentication.
- 3) PHONE – Call 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**E. Certification and Signatures – Student and Parent MUST sign.**

We certify that all the information reported on this worksheet is complete and correct. We understand that if we purposely give false or misleading information, we could be fined, jailed, or both.

\_\_\_\_\_  
Student's Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (Required)

\_\_\_\_\_  
Date

IMPORTANT: Verification cannot be completed until ALL required documents are received.

- ❖ Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the Financial Aid Office at Mars Hill University.
- ❖ If you have any questions concerning the required documentation requested with this worksheet, please email [fa@mhu.edu](mailto:fa@mhu.edu)
- ❖ You should make a copy of this worksheet, and all submitted documents for your records.

**Mars Hill University  
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