

2024-2025 V1 Standard Verification Worksheet - Independent



Office of Financial Aid

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Independent students are students who are not required to include parent information on their FAFSA. You can easily determine this by using this link: <https://studentaid.gov/sites/default/files/fafsa-dependency.pdf>.

**READ BEFORE COMPLETING THIS FORM**

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) was selected for a review process called verification. The law states that before awarding Federal Student Aid, we must confirm the information reported on your FAFSA. To verify that accurate information was provided, the financial aid office will compare your FAFSA with information collected on this worksheet and other required documents. If there are differences, your FAFSA information may need to be updated and your financial aid would be adjusted accordingly.

Please monitor your PFW student email for any communication regarding this process. If further information is needed, and/or after the verification is complete, you will be notified through your PFW student email.

You must complete and sign this worksheet in BLUE or BLACK INK and attach all required documents. Financial aid awards cannot be disbursed until the verification process is complete. **Incomplete submissions will NOT be processed** which may result in the reduction or cancellation of financial aid awards causing a balance with PFW which you would be responsible to pay.

**1. Family Size**

Include:

- Yourself (and spouse if applicable).
- Your (and/or your spouses') children if you will provide more than half of their support from July 1, 2024 through June 30, 2025, and they live with you or live apart because of a temporary absence such as college enrollment.
- Other people if they live with you and you provide - and will continue to provide - more than half of their support from July 1, 2024 through June 30, 2025.
- **DO NOT INCLUDE** persons for whom you (or your spouse) reported child support paid on the FAFSA.
- **DO NOT INCLUDE** unborn children.

Family size must align with whom the student could claim as a dependent on a U.S. tax return if the student were to file a U.S tax return at the time of completing the 2024-2025 FAFSA.

Full Name	Age	Relationship to Student
		Self

Check the following benefits that anyone in your household (named above) received at any time in 2022 or 2023:

- SNAP     WIC     TANF     Disability     Medicaid or SSI     Free or Reduced Lunch

Verifications can be submitted by mail, or in person. Email submissions and electronic signatures will not be processed.

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

**2. Student (& spouse if married) Income Information**

**TAX RETURN NON-FILERS\***

Complete this section if you (and/or your spouse) **will not file & were not required to file** a 2022 tax return.

You (and/or your spouse if married): *Check all that apply.*

- A. **Would have filed a foreign or U.S. Territory or Commonwealth** tax return but it was not required.  
*Each contributor who did not file a tax return under option A must provide a verification of non-filing letter from the foreign country or U.S. Territory or Commonwealth where they would have filed if required.*
- B. **Were employed** in 2022 but did not file and were not required to file a tax return.
- C. Were not employed and **had no income** from work in 2022.

If employed in 2022, list below the names of all employers and the amount earned from each employer in 2022 for the student and/or spouse who did not file. **You MUST also attach a copy of all 2022 IRS W2 forms (or the equivalent foreign income documents) OR a Wage and Income Transcript ordered from the IRS.**

*Wage and Income Transcripts can be ordered from the IRS by going to <https://www.irs.gov/individuals/get-transcript> and clicking on "Get Transcript Online" or by mailing IRS Form 4506-T to the IRS. If they cannot provide one of these, they must give a valid reason why a W2 is not available. List every employer even if they did not issue an IRS W2 form. If more space is needed, attach a separate page with your name and student ID at the top.*

Employer Name (Only complete this information if you did <u>not</u> file a 2022 federal tax return.)	Annual Amount Earned in 2022	IRS W-2 or an Equivalent Document Provided?
<i>(Example) ABC's Auto Body Shop</i>	<i>\$4500</i>	<i>Yes</i>
<i>Total Amount of Income Earned from work in 2022</i>	<i>\$</i>	

**TAX RETURN FILERS**

Complete this section if you (and/or your spouse) **filed or will file** a 2022 income tax return.

You (and/or your spouse if married): *Check all that apply.*

- Were able** to transfer 2022 IRS income tax return information into your FAFSA.
- Were unable** to transfer 2022 IRS income tax return information into your FAFSA.

Attach a 2022 U.S. or foreign tax return transcript for each contributor who was unable to transfer tax information to the FAFSA.

- *To obtain an IRS Tax Return Transcript either (1) go to <https://www.irs.gov/individuals/get-transcript> and click on "Get Transcript by Mail" or "Get Transcript Online", or (2) call 1-800-908-9946. You will need your Social Security Number, date of birth, and most recent address on file with the IRS. Request the "IRS Tax Return Transcript" and not the Tax Account Transcript.*

*Verifications can be submitted by mail, or in person. Email submissions and electronic signatures will not be processed.*

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

### 3. Certifications and Signatures

By signing below, I certify that the information provided is truthful and accurate and I am asking the Purdue University Fort Wayne Financial Aid Office to make the above indicated adjustments to my FAFSA. I further understand that making these adjustments may cause changes to my student account and my bill, and that it is my responsibility to ensure my bill is paid in full with the Bursar after these adjustments are processed to my financial aid account. I agree to notify the PFW Financial Aid Office if any of the information provided on this form changes. I understand that if I purposely provide false or misleading information, I may be fined, sent to prison, or both.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### What Happens Next?

Verifications are handled in the order they are received. Once your form is received you will see it listed on your goPFW account under the [Billing and Financial Aid](#) tab. Please monitor your PFW student email for any communication regarding your verification. If further information is needed to process your verification, and/or after your verification has been processed, you will be notified through your PFW student email.

If your verification is completed after the semester has ended, aid will be adjusted according to the credits completed that semester. Once your verification is submitted, please allow 3-5 business days for processing before aid will disburse to your account. Any refunds will take an additional 2-3 business days; please allow additional processing time during peak seasons.

#### Office Use Only:

Reviewed by: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

Original SAI: \_\_\_\_\_ Original Transaction/Sequence: \_\_\_\_\_ FPP Correction Submitted: Yes No

Expected New SAI: \_\_\_\_\_ Expected Transaction/Sequence: \_\_\_\_\_

Received New SAI: \_\_\_\_\_ Received Transaction/Sequence: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date Completed: \_\_\_\_\_

*Verifications can be submitted by mail, or in person. Email submissions and electronic signatures will not be processed.*