

2024-2025 V5 Standard Verification Worksheet - Dependent



Office of Financial Aid

Student Name: _____

Student ID: _____

Dependent students are students who are 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 your parent(s) (those listed on the FAFSA) even if you don't live with your parent(s). (To determine which parent's household to list when parents are divorced/separated go to <https://studentaid.gov/sites/default/files/is-my-parent-a-contributor.jpg>.)
- 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, and they live with your parent(s) or live apart because of a temporary absence such as college enrollment.
- Other people if they live with your parent(s) and your parent(s) provide - and will continue to provide - more than half of their support from July 1, 2024 through June 30, 2025.
- **DO NOT INCLUDE** children for whom your parent(s) reported child support paid on your FAFSA.
- **DO NOT INCLUDE** unborn children.

Family size must align with whom the parent(s) could claim as a dependent on a U.S. tax return if the parent(s) 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.

2. Student Income Information

TAX RETURN NON-FILERS*

Complete this section if you **will not file & were not required to file** a 2022 tax return.

You: Check all that apply.

- A. **Would have filed a foreign or U.S. Territory or Commonwealth** tax return but it was not 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. **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>	\$4500	Yes
<i>Total Amount of Income Earned from work in 2022</i>	\$	

TAX RETURN FILERS

Complete this section if you **filed or will file** a 2022 income tax return.

You: 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 if you were 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. Contributing Parent(s) Income Information - <https://studentaid.gov/help/who-is-parent>

Note – The instructions below refer and apply to all parents included as contributors on the FAFSA.

TAX RETURN NON-FILERS*

Complete this section if either parent(s) **will not file & were not required to file a 2022 tax return**. Check all that apply.

- A. Your parent(s) **would have filed a foreign or U.S. Territory or Commonwealth** tax return but were not required to. Each parent 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. Your parent(s) **was employed** in 2022 but did not file and was/were not required to file a tax return.
- C. Your parent(s) was 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 each parent who did not file. **They must 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>	\$4500	Yes
<i>Total Amount of Income Earned from work in 2022</i>	\$	

TAX RETURN FILERS

Complete this section if your parent(s)/stepparent **filed or will file a 2022 income tax return with the IRS**. Check all that apply.

- Your parent(s) **was able** to transfer 2022 IRS income tax return information into your FAFSA.
- Your parent(s) **was unable** to transfer 2022 IRS income tax return information into your FAFSA. Attach a 2022 U.S. or foreign tax return transcript for each parent 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: _____

4. Photo Identification

You must either present your non-expired, government issued photo ID to a PFW financial aid staff member OR to a notary and attach a copy of your ID that is signed and dated by the notary.

I have attached (check one):

- Driver’s license or other state-issued photo identification (ID)
- Passport
- Other _____

5. Statement of Educational Purpose

Complete option one OR two.

OPTION ONE *(If selected, this section must be signed in front of a PFW financial aid staff member.)*

Complete this section if you submit your ID to the PFW financial aid office in person.

I certify that I, _____ (printed student’s name), am the individual signing this *Statement of Educational Purpose* and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Purdue University Fort Wayne for 2024-2025.

Student Signature: _____

Date: _____

School Official Signature: _____

Date: _____

OPTION TWO *(If selected, this section must be signed in front of a Notary.)*

Complete this section if you submit your ID to a notary* instead of the PFW financial aid office.

**The notary must copy your original documents, sign and date the copies, and witness your signature below:*

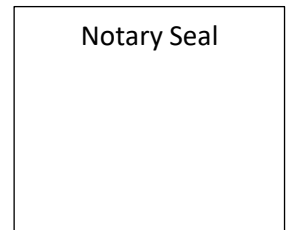
I certify that I, _____ (printed student’s name), am the individual signing this *Statement of Educational Purpose* and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Purdue University Fort Wayne for 2024-2025.

Student Signature: _____

Date: _____

On _____ (date), before me, _____ (Notary’s name), personally appeared _____ (student’s name), and proved to me because of satisfactory evidence of identification (_____ - type of photo ID*) to be the above-named person who signed the foregoing instrument.

**Notary, please copy student’s ID, sign and date, and attach to this form.*



Notary Signature: _____

My Commission Expires on: _____

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

Student Name: _____

Student ID: _____

6. 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: _____

Parent Signature: _____

Date: _____

(Either parent whose information is on the FAFSA can sign this form.)

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.