

Dependent Verification Worksheet 2024 – 2025

*Please **TYPE** Responses*

Your FAFSA has been selected for a review process called "[Verification](#)." In this process, NAU will be comparing information from your FAFSA application with copies of you and your parent(s)' 2022 IRS Tax Return Transcripts, W-2 forms and/or other financial documents. The law requires completion of Verification before awarding and/or disbursing federal aid. If there are differences between your FAFSA application and your verification documentation, electronic corrections to your FAFSA may be required. Please upload the completed form and all supporting documentation to your [Financial Aid Student Portal](#).

A. STUDENT INFORMATION

Last Name	First Name	M.I.	Student ID #
Address (includes apt. no.)			Date of Birth
City	State	Zip Code	Phone Number

B. FAMILY SIZE INFORMATION

List yourself, your [parents\(s\)/stepparent](#), and the people your parent(s)/stepparent will provide **more than half of their financial support** for between **July 1, 2024 - June 30, 2025**, in the table below. Do **NOT** include unborn children or people your parents do not provide more than half of their financial support.

1. **Student** – list yourself.
2. **Parent(s)**
 - If your parents are married (not separated), list both of your parents.
 - If your parents are not married to each other and live together, list both of your parents.
 - If your parents are divorced, separated, or never married, and do not live together, list the parent who provided more financial support during the last 12 months.
 - If your primary parent is remarried, list your primary parent and your stepparent.
 - If your parent is widowed, list the living parent.
3. **Sibling(s)** – list your parent's other dependent children only if they live with your parent(s) (or live apart because of college enrollment) and your parents will continue to provide more than half of their financial support between **July 1, 2024, and June 30, 2025**.
4. **Other Member(s)** – list other people in your household only if they live with your parent(s) now and your parent(s) will continue to provide more than half of their financial support between **July 1, 2024, and June 30, 2025**.

Full Name	Age	Relationship
		Self
		Parent 1
		Parent 2/Stepparent

If you need more space, attach a separate page with the student's name and ID number at the top.

C. STUDENT TAX INFORMATION

Check only **ONE** box below and submit the required documentation:

- I used the [IRS Direct Data Exchange](#) to transfer my 2022 tax information on to my FAFSA.
- I am unable to use the IRS Direct Data Exchange to transfer my 2022 tax information on to my FAFSA.
 - I am attaching a [2022 IRS Tax Return Transcript](#) or a **SIGNED** 2022 U.S. Income Tax Return **with all applicable schedules**.
- I will not file and am not required to file a 2022 U.S. Income Tax Return.
 - I am attaching my 2022 W-2'(s) (or an equivalent document) from each employer (if applicable).
 - List the names of all employers and the amount earned from each in the table below (if applicable):

Employer Name	2022 Income Amount
	\$
	\$
	\$
	\$
	\$

- I filed a 2022 income tax return with a tax authority other than the IRS.
 - I am attaching a **SIGNED** copy of the 2022 income tax return filed with the relevant tax authority.

D. PARENT(S)/STEPPARENT TAX INFORMATION

Check only **ONE** box below and submit the required documentation. If two parents were reported in Section B of this worksheet, the instructions below apply to **BOTH** parents:

- I used the [IRS Direct Data Exchange](#) to transfer my 2022 tax information on to my child's FAFSA.
- I am unable to use the IRS Direct Data Exchange to transfer my 2022 tax information on to my child's FAFSA.
 - I am attaching a [2022 IRS Tax Return Transcript](#) or a **SIGNED** 2022 U.S. Income Tax Return **with all applicable schedules**.
- I will not file and am not required to file a 2022 U.S. Income Tax Return.
 - I am attaching a [2022 Verification of Non-Filing Letter](#) from the IRS.
 - I am attaching my 2022 W-2'(s) (or an equivalent document) from each employer (if applicable).
 - List the names of all employers and the amount earned by each parent in the table below (if applicable):

Parent 1 or 2	Employer Name	2022 Income Amount
		\$
		\$
		\$
		\$
		\$

- I filed a 2022 income tax return with a tax authority other than the IRS.
 - I am attaching a **SIGNED** copy of the 2022 income tax return filed with the relevant tax authority.

E. SIGNATURE & CERTIFICATION

Each person signing this form certifies that all the information reported on it is complete and accurate.

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

F. HELPFUL RESOURCES

IRS Direct Data Exchange

As part of federal student aid eligibility, students and parents will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the parents or student (and their spouse, if applicable) filed separate 2022 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. 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.

If 2022 income tax return information was not available or could not be used, the parent(s) and/or student (and their spouse, if applicable) should provide the institution with a **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules.**

IRS Tax Return Transcript

If you are unable to use the IRS Direct Data Exchange, you can obtain a 2022 IRS Tax Return Transcript using one of the following options:

- **Get Transcript by Mail** – Go to 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."
- **Get Transcript Online** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript."
- **Automated Telephone Request** – 1-800-908-9946.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T.

Transcripts are generally received within 10 business days from the IRS's receipt of your request except for the "Get Transcript Online" option which displays the transcript upon successful completion of the IRS's two-step authentication.

Individuals Who Filed Non-IRS Income Tax Returns

A tax filer who filed an income tax return with a tax authority other than the IRS may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if the accuracy of the information on the signed copy of the income tax return is questioned, the tax filer must provide a copy of the tax account information issued by the relevant tax authority before verification can be completed.