

## 2024-2025 Verification Worksheet – Dependent Student

Your **2023-2024** Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before disbursing Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided the correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and a parent, whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to the financial aid office. We may ask for additional information, if necessary, for clarification. If you have questions about verification, contact the financial aid office as soon as possible so that your financial aid will not be delayed.

**A. Dependent Student’s Information** – Please fill in the student’s information.

Student’s Last Name	First Name	M.I.	Student’s ID Number
Permanent 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. Dependent Student’s Family Information** –

**Include:** *List the people in your parent(s)’ household.*

- Yourself
- Your parent(s) you **live** with (including stepparent), and
- That parents’ other children, if your parent(s) will provide more than half of their support from July 1, 2024, through June 30, 2025, **and/or** the children would be required to provide parental information when applying for Federal Aid, and
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support from July 1, 2024, through June 30, 2025.

Also, write in the name of the college for any noted above, (**excluding parent(s) in college**), who will be attending college **at least half-time** between July 1, 2024, and June 30, 2025, and will be enrolled in a degree, diploma, or certificate program.

Full Name	Age	Relationship	University/College	Will be Enrolled at Least Half Time
		<i>SELF</i>	<i>Dominican University New York</i>	<i>Yes</i>

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

**C. STUDENT Income Information to Be Verified Tax**

**Return Filers**

Check the box that applies to the Student:

I (student) **have used** the IRS Data Retrieval tool when completing/updating the 2023-2024 FAFSA

**I will forward my 2023 Federal Tax Return Transcript (REQUIRED)**

**To ORDER a Federal 2023 Tax Return Transcript go to [www.irs.gov](http://www.irs.gov)**

I (student) DID NOT file and am not required to file a 2023 Federal Tax Return.

**IF** you (student) did not file a tax return but have earnings from work, list below the names of all employers, and the amount earned from each employer in 2023 along with a copy of each employer's IRS W-2.

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2023
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

**D. PARENT Income Information to Be Verified (check box below that applies) Tax Return**

**Filers**

**MY parent(s) used the IRS Data Retrieval** process when completing/updating the 2024-2025 FAFSA.

**\*\*If your parents filed separate 2023 Federal Tax Returns**, the IRS DRT cannot be used AND the 2023 Federal Tax Return Transcript must be provided for each parent.

**MY parent(s) will forward their 2023 Federal Tax Return Transcript (REQUIRED)**

**To ORDER a Federal 2023 Tax Return Transcript go to [www.irs.gov](http://www.irs.gov)**

**MY parent(s) WILL NOT** file and are not required to file a 2024 Federal Tax Return. If your parent(s) did not file a tax return but had earnings from work, list below the names of all employers, the amount earned from each employer in 2021, and provide an IRS W-2 form for each employer. An IRS **Verification of Non-filing document is required.**

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2023
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

➤ A **Verification of Non-filing (form Parent(s) only)** may be obtained through:

Verification of Non-filing – Paper Request Form – IRS Form 4506-T (<https://www.irs.gov/pub/irs-pdf/f4506t.pdf>)

**Certifications and Signatures**

**Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.**

**WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

