**2024-25 Dependent Student Standard**

**Institutional Verification Worksheet V1**

Your FAFSA was selected for review in a process called verification. By law, before awarding or disbursing Federal Student Aid, we are required to compare your FAFSA with the information on this institutional verification document and with any other required documents. **Please note:** if you wait to submit the required documents after the end of your semester or payment period or after you have withdrawn, you may not be eligible to receive financial aid. **Complete all sections and attach the requirement documentation**. **Incomplete forms will not be processed.**

**STEP 1: Student Information**

Student’s Last Name Student’s First Name M.I. Student’s ID Number

Student Name Student ID

Student Email Phone Number

**STEP 2: Household Members and Number in College – Complete Table Below**

* The student.
* The parents (including a stepparent) even if the student doesn’t live with the parents.
* The parents’ other children, if the parents will provide more than half of the children’s support from July 1, 2024, through June 30, 2025, or if the other children would be required to provide parental information if they were completing a FAFSA for 2024–2025. **Note:** Include children who meet either of these standards, **even if a child does not live with the parents**.
* Other people if they now live with the parents and the parents provide more than half of the other person’s support and will continue to provide more than half of that person’s support through June 30, 2025.
* For any household member (except parents) attending college at least half-time (6 or more credits) during the 2024-25 award year, please provide the name of his or her college.
* If more space is needed, provide a separate page with the student’s name and ID number at the top.
* **Note**: We reserve the right to request additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full Name** | **Age** | **Relationship to Student** | **College Name** | **Will be Enrolled  at least Half Time (Yes or no)** |
|  |  | Self | Arizona Christian University |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**STEP 3: Student – Tax Filing Status and Income Information**

Did you, the student, file a 2022 IRS Federal tax return? Please complete table.

|  |  |
| --- | --- |
|  | If you did not use the IRS Data Direct Exchange tool when completing your 2024-25 FAFSA, please submit signed 2022 IRS federal tax return information. Please see step 6 on how to request this information. |
| **If NO…**Check the box that applies and follow the instructions.   ***\*Please see step six for further instructions***  Yes | I **did** work for pay in 2022 but did not and was not required to file a 2022 federal tax return (Attach W-2).  I did **not** work for pay in 2022. I did not and was not required to file a 2022 federal tax return.   |  |  |  | | --- | --- | --- | | Employer's Name | W-2 Provided | Amount Earned | | Example: ABC's Auto Body Shop | Yes | $4,500 | |  |  |  | |  |  |  | |

Student Name Student ID

**STEP 4: Parent – Tax Filing Status and Income Information**

Did parent(s), file a 2022 IRS Federal tax return? Please complete table.

|  |  |
| --- | --- |
|  | If parent(s) did/could not use IRS Data Direct Exchange tool when completing the 2024-25 FAFSA, please submit signed 2022 IRS federal tax return information. Please see step 6 on how to request this information. |
| **If NO…**Check the box that applies and follow the instructions.   ***\*Please see step six for further instructions***  Yes | My parent did **not** work for pay in 2022. They did not and were not required to file a 2022 federal tax return.   |  |  |  | | --- | --- | --- | | Employer's Name | W-2 Provided | Amount Earned | | Example: ABC's Auto Body Shop | Yes | $4,500 | |  |  |  | |  |  |  | |  |  |  |   **IMPORTANT:** Federal student aid regulations require that each parent who did not file a 2022 federal tax return to must submit an IRS Verification of Non-filing letter.  My parent **did** work for pay in 2022 but did not and was not required to file a 2022 federal tax return (Attach W-2). |

**If you did file a 2022 IRS Federal Tax Return, please use one of the following options:**

1. Use the FAFSA IRS Data Retrieval tool: Return to StudentAid.gov and login, then select **Make FAFSA Corrections***,* use the IRS Data

Retrieval Tool in the financial information section. *Do not change the transferred IRS data.*

1. Email or deliver a **signed** copy of your 2022 IRS federal tax return with all schedules, along with all w-2s if filed joint**.**
2. Obtain your **2022 IRS Tax Return Transcript** online***,*** at irs.gov/individuals/get-transcript. Click “Get Transcript Online” or “Get

Transcript by Mail” and follow the directions provided. To access transcripts online, you will be required to create an account with the IRS.

**If you did not file a 2022 IRS Federal Tax Return and need to obtain W-2s, please use one of the following options:**

1. Contact each employer to request a copy of your 2022 W-2 form(s).
2. Go to irs.gov/individuals/get-transcript. Click “Get Transcript Online”. You will be required to create an account with the IRS to access

any tax transcripts online. Select **Wage & Income** Transcript for **2022**. Save and print document.

**PARENTS ONLY**: To obtain an IRS **Verification of Non-Filing Letter** (VNF), go to irs.gov/individuals/get-transcript. Click on “Get Transcript

Online” or “Get Transcript by Mail” and follow the directions. If the VNF letter is not available, request a Return or Account transcript,

which states “no record of return filed” or “no transcript on file”. If you need further assistance, please contact your advisor.

**STEP 6: Instructions to Request Tax Information**

**Student Signature** **Date**

**Parent Signature** **Date**

Each person signing below certifies that all the information reported is complete and correct. **Warning**: **If you purposely give false or misleading information, you may be fined, sent to prison, or both.**

**STEP 5: Certifications and Signtures**