



2024-2025 Dependent Verification 1 Worksheet Federal Student Aid Programs

Your application was selected by the U.S. Dept. of Education for review process called “verification.” In this process, we are required by federal law to verify information provided on the Free Application for Federal Student Aid (FAFSA). To verify this information, the IRS Tax Return Transcript is required.

We cannot process your financial aid until verification has been completed.

Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2022 or had a change in marital status after December 31, 2022.

Instructions: Complete this section if the parents filed or will file a 2022 IRS income tax return(s). As part of federal student aid eligibility, 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 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 for the parents was not available or could not be used, the parents 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.**

A 2022 IRS Tax Return Transcript may be obtained through:

- **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.” The transcript is generally received within 10 business days from the IRS’s receipt of the online request.
- **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.” To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user’s name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS’s two-step authentication.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS’s receipt of the telephone request.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS’s receipt of the paper request form.

Section A: Student Information

<hr/>		<hr/>		<hr/>	
<i>Last Name</i>	<i>First Name</i>	<i>M.I.</i>			
<hr/>			<hr/>		
<i>Address (include apt. #)</i>		<i>City</i>	<i>State</i>	<i>Zip Code</i>	
<hr/>			<hr/>		
<i>E-mail Address</i>			<i>Phone Number (include area code)</i>		

Section B: Family Size (complete chart below)

Dependent Students: List ALL people in your parents' household as part of your family size.

Family Size Includes the following:

- The student
- The student's parents, even if the student is not living with them. Exclude a parent who has died or is not living in the household because of separation or divorce. Include a parent who is on active duty in the U.S. Armed Forces apart from the family.
- The student's siblings if the following are true:
 - They live with the student's parents (or live apart because of college enrollment or similar),
 - They receive more than half of their support from the student's parents, and
 - They will continue to receive more than half their support from the student's parents during the award year
- Other persons if the following are true:
 - They live with the student's parents,
 - They receive more than half of their support from the student's parents, and
 - They will continue to receive more than half of their support from the student's parents during the award year.

The provided criteria for "dependent children" or "other persons" align with the requirement that family size align with whom the parent could claim as a dependent on a U.S. tax return if the parent were to file a U.S tax return at the time of completing the 2024-2025 FAFSA. As a result, the parent should not include any unborn children in the family size. If more space is needed, provide a separate page with the student's name and ID number at the top.

Full Name <i>(Example: John Smith)</i>	Age <i>(16)</i>	Relationship <i>(Brother)</i>
		Self

Section C: Tax Form

NOTE: The use of the FADDX is required to be eligible for federal student aid and institutional aid. All contributors on the FAFSA must provide consent to allow the IRS to share all necessary tax information with the FAFSA.

To complete verification, you will need to provide your 2022 IRS Tax Return Transcript. To obtain a copy of this, go to www.irs.gov.

Section D: Non-Tax Filers

Non-tax filers must still provide consent on the FAFSA form. Failure to do so will result in being ineligible for federal student aid and institutional aid. Please also complete the following:

STUDENT TAX FORMS AND INCOME INFORMATION

1. Did the student file or will file a 2022 Federal Tax Return?

YES

NO - If no, please answer question 2.

2. Tax Return Non-filers – complete this section if the student will not file and is not required to file a 2022 Federal Tax Return with the IRS – check the box that applies:

The student was not employed and had no income earned from work in 2022.

The student was employed in 2022 and has listed below the names of all the student’s employers and the amount earned from each employer in 2022. List every employer even if they did not issue an IRS W-2 form. If the student did not receive a W-2, submit a signed statement verifying where the student was employed in 2022 and the total amount of income that the student earned from work.

Employer’s Name	Student Annual Amount Earned in 2022	IRS W-2 or Equivalent Document Provided

PARENT TAX FORMS AND INCOME INFORMATION

1. Did the parent(s) file or will file a 2022 Federal Tax Return?

YES

NO - If no, please answer question 2.

2. Tax Return Non-filers – complete this section if the parent(s) will not file and is not required to file a 2022 Federal Tax Return with the IRS – check the box that applies:

Neither parent was employed and had no income earned from work in 2022.

The parent(s) was employed in 2022 and has listed below the names of all the parent(s) employers and the amount earned from each employer in 2022. List every employer even if they did not issue an IRS W-2 form. If the parent did not receive a W-2, submit a signed statement verifying where the parent was employed in 2022 and the total amount of income that the parent earned from work.

Employer’s Name	Parent Annual Amount Earned in 2022	IRS W-2 or Equivalent Document Provided

Section E: Additional Income Information

(ENTER ZEROS IF NO FUNDS WERE RECEIVED)

Both tax filers and non-tax filers must list any additional income received in 2022. Failure to complete this section will delay the processing of your financial aid. **Both the left side and the right side columns must be completed.**

<u>STUDENT</u>	<u>TAX YEAR 2022</u>	<u>PARENTS (and) (STEPPARENT)</u>
\$	Income earned from work	\$
	Untaxed portions of Individual Retirement Account (IRA) Distributions and Pensions 2022 IRS Form 1040 Lines 4a + 5a minus 4b + 5b (If negative, enter zero. Rollover amount if reported on FAFSA)	
	Untaxed portions of pension and annuity distributions (withdrawals) (Rollover amount if reported on FAFSA)	
	IRA deductions and Payments 2022 IRS Schedule 1 Line 15 + Line 19	
\$	Tax exempt interest income from 2022 IRS Form 1040 Line 2a	\$
\$	Education Tax Credits 2022 IRS Schedule 3 Line 3	\$
\$	Foreign Earned Income Exclusion (foreign income exempt from federal taxation (if reported on FAFSA)	\$

Section F: Sign This Worksheet

By signing this worksheet, I (we) certify that all the information reported on this worksheet is complete and correct. If dependent, at least one parent must sign. **Warning:** If you purposely give false or misleading information on this worksheet, you may be fined, be sent to prison, or both. By signing, we also authorize VMI to make changes to my 2024/25 FAFSA based on documents and/or information we may have provided.

Student's Signature

Date

Parent's Signature

Date

*Return to: VMI Financial Aid Office, 307B Letcher Avenue, Lexington, VA 24450
Office Number (540)-464-7208; FAX (540)-464-7629*