

2024-2025 V5 Verification Worksheet Dependent Student

Your 2024–2025 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parent(s) reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

Student's Last 1	Name Student's	First Name	Student's M.I.	Last Four Digits of Social Security Number
Student's Stree	Address (include ap	ot. no.)		Student's Date of Birth
City	State	Zip (Code	Student's Email Address
Student's Home	e Phone Number (inc	lude area code	e)	Alternate or Cell Phone Number

B. Dependent Student's Family Size Information

List the following on the chart below:

- Yourself
- The parent(s) listed on your 24-25 FAFSA (including a stepparent) even if you don't live with your parent(s). 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.
- Your parent(s)' other dependent children if your parent(s) do and will continue to provide more than half of their support from July 1, 2024 through June 30, 2025. Include children who meet these criteria even if they do not live with your parent(s) due to college enrollment.
- Other persons who live with your parent(s) and your parent(s) do and will continue to provide more than half of their support from July 1, 2024 through June 30, 2025.

If more space is needed, attach a separate page with the student's name and last four digits of their Social Security Number at the top.

Full Name	Age	Relationship
		Self

^{*} 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 at the time of completing the 2024-2025 FAFSA. As a result, the student should not include any unborn children in the family size.

Student Name:	SSN (Last Four Digits)
C. Dependent Student's Income Information To Be	• Verified
TAX RETURN FILERS — Important Note: If the student Income Tax Return, was granted a filing extension by the Il must contact the Office of Financial Aid before completing	
federal student aid eligibility, students will be requitated tax information from the IRS to the FAFSA form, expenses other words, if the student filed a 2022 IRS income share and import income and tax information from	filed or will file a 2022 IRS income tax return. As part of ired to consent and approve sharing and importing income and even if the attempt to obtain or use such data is ineffective. In tax return, the student must provide consent and approval to the IRS. In most cases, no further documentation is needed to d into the student's FAFSA using income and tax information
If 2022 income tax return information for the student should provide the institution with	e student was not available or could not be used, the the following:
A 2022 IRS Tax Return Transcript, or a return and applicable schedules.	signed copy of the 2022 income tax

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.
- <u>Automated Telephone Request</u> 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- <u>Paper Request Form</u> 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.

Student Name:	SSN (Last F	our Digits)	
TAX RETURN NON-FILERS—Complete this section if the 2022 income tax return with the IRS.	ne student, <u>will not file</u> and is	not required to file a	ì
Check the box that applies:			
The student was not employed and had no in	ncome earned from work in 20)22.	
The student was employed in 2022 and has I from each employer in 2022, and whether ar Copies of all 2022 IRS W-2 forms issued to employer even if the employer did not issue If more space is needed, provide a separate property in Employer's Name	n IRS W-2 form or an equivalenthe student by employers must an IRS W-2 form.	ent document is provided be provided. List ev	ded. ⁄ery
	Document Provided?	Earned in 2022	
(Example) ABC's Auto Body Shop	Yes	\$4,500.00	
Total Amount of Income I	Earned From Work	\$	
You must provide documentation from the IRS or other relevindicates a 2022 IRS income tax return was not filed with the of Non-Filing can be obtained at irs.gov. If unable to obtain a certifying that the individual has not filed and is not required 2022 income earned from work and the amount of income from	e IRS or other relevant tax aut a Letter of Non-Filing, a sign I to file a 2022 income tax retu	thority. An official IR ed and dated statement urn, as well as the sour	RS Letter t

____ Check here if IRS confirmation of non-filing, or signed and dated statement is provided.

Student Name:	SSN (Last Four Digits)
D. Parent(s) Income Information To Be Verified	
TAX RETURN FILERS — Important Note: If two partinstructions and certifications below refer and apply to be	
Parent's Current Marital Status (Please check one): Single: Married/Remarried: (Date:) Divorced: (Date:) Widowed:	
	nded 2022 IRS tax return, a non-IRS Income Tax Return, was f IRS tax-related identity theft they must contact the Office of
federal student aid eligibility, parents will be requir information from the IRS to the FAFSA form, even words, if the parents filed separate 2022 IRS incom and import income and tax information from the IR	filed or will file a 2022 IRS income tax return(s). As part of red to consent and approve sharing and importing income and tax if the attempt to obtain or use such data is ineffective. In other tex returns, both must provide consent and approval to share tax returns, both must provide consent and approval to share tax. In most cases, no further documentation is needed to verify the student's FAFSA using income and tax information directly
If 2022 income tax return information for the pare should provide the institution with the following:	ents was not available or could not be used, the parents
A 2022 IRS Tax Return Transcript(s) o and applicable schedules.	r a signed copy of the 2022 income tax return
A 2022 IRS Tax Return Transcript may be obtain	ned 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.
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- <u>Automated Telephone Request</u> 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.

Student Name: PARENT(S) TAX RETURN NON-FILERS— The in Section B, page 1 of this document. Complete this section income tax return with the IRS.		pply to each parent listed in
Check the box that applies:		
One or both of the parent(s) was employed amount earned from each employer in provided. Copies of all 2022 IRS W-2 List every employer even if the employer is needed, provide a september of the september of the employer expects and the employer expects of the employer expects.	oyed in 2022 and has listed below the 2022, and whether an IRS W-2 forms issued to the parent(s) by the yer did not issue an IRS W-2 form. arate page with the student's name	ne names of all employers, m or an equivalent docume eir employers must be provand ID number at the top.
Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2022
(Example) ABC's Auto Body Shop	Yes	\$4,500.00

You must provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2023 that indicates a 2022 IRS income tax return was not filed with the IRS or other relevant tax authority. An official IRS Letter of Non-Filing can be obtained at irs.gov. If unable to obtain a Letter of Non-Filing, a signed and dated statement certifying that the individual has not filed and is not required to file a 2022 income tax return, as well as the sources of 2022 income earned from work and the amount of income from each source (listed above).

____ Check here if IRS confirmation of non-filing, or signed and dated statement is provided.

Student Name: SSN (Last Four Digits)
E. Identity and Statement of Educational Purpose - Must be signed at the Institution or in the presence of a Notary
To be signed at the Institution:
The student must appear in person at Cleary University to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date i was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.
In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.
To be signed in the presence of a Notary:
If the student is unable to appear in person at Cleary University to verify his or her identity, the student must provide to the Institution:
A. A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and
B. The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.
Statement of Educational Purpose
I certify that I am the individual signing (Print Student's Name)
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
Cleary University for 2024-2025.
Student's Signature Date
Authorized Institutional Official's Signature Date

Student Name:	
	ing Signed Statement of Educational Purpose on Page 6 of the
Document:	
State of	_City/County of
State 01	_city/county or
On, before me,	, personally
(Date)	(Notary's name) , personally
appeared,(Printed name of signer)	, and provided to me on basis of satisfactory
evidence of identification	to be the above-named person who ment-issued photo ID)
signed the foregoing instrument.	iment-issued photo ID)
WITNESS my hand and official seal:	
	My commission expires on
(Notary signature)	(Date)
(Seal)	
G. Certifications and Signatures	WARNING: If you purposely give false or
Each person signing below certifies that all of the	misleading information, you may be fined, sent to prison, or both.
information reported is complete and correct. The student and one parent whose information was	
reported on the FAFSA must sign and date.	
Print Student's Name	
(Blue or black ink, no electronic signatures accepted)	
Student's Signature	Date
(Blue or black ink, no electronic signatures accepted)	
Parent's Signature	 Date
(Blue or black ink, no electronic signatures accepted)	

Submit the original worksheet to the financial aid administrator at your school.

No copies will be accepted.

You should make a copy of this worksheet for your records.