



Financial Aid Office
2024-2025 Institutional Verification Form

Student: _____
 LAST FIRST MI

Student ID: _____

Email: _____

Phone: _____

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) was selected for a review process called verification. If there are differences between your FAFSA and the verification information provided, we will recalculate your financial aid eligibility and send you an updated award. If you are submitting a contribution review form, verification must be completed first before any additional adjustments can be made for special circumstances. Delays in completion and submittal of this form may result in limited funding for 2024-2025.

****If needed, we reserve the right to request additional documents that are not specified on this form****

FAMILY SIZE (Please check the appropriate box) – Family size is based on the number of individuals that can be listed and claimed on the IRS tax return. If this information was not transferred from the IRS -OR- if you updated the family size on your FAFSA, you must complete the following section. The criteria for ‘dependent children’ or ‘other persons’ align with the IRS requirements on who could be claimed as a dependent on a U.S tax return. As a result, family size can include any unborn children who could be claimed on the tax return.

- FAFSA with parental data (dependent student):** Complete the following information about your parent’s family size. Include yourself, your parent(s) (including step-parent if FAFSA parent is remarried), your parent’s other dependent children and/or other persons if (a) they live with your parents (dependent children can live apart due to college enrollment) and (b) your parent(s) will provide more than half of their support from July 1, 2024 through June 30, 2025.
- FAFSA without parental data (independent student):** Complete the following information about your family size. Include yourself, your spouse (if married), your dependent children and/or other persons if (a) they live with you (dependent children can live apart due to college enrollment) and (b) you will provide more than half of their support from July 1, 2024 through June 30, 2025.

Full name of family member Parent(s) must be listed for dependent students	Age	Relationship to student (parent, brother/sister, etc.)
1. List yourself here:		SELF
2.		
3.		
4.		
5.		
6.		

DO NOT LEAVE ITEMS BLANK

INCOME VERIFICATION:

As part of federal student aid eligibility, students and/or 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. If the student/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 the tax information cannot be transferred from the IRS, see directions below.

STUDENT INCOME INFORMATION (Please check the appropriate box)

Check only one of the boxes below, then...	Submit the following required documents(s)
<input type="checkbox"/> I filed a 2022 Federal Income Tax Return (or will file)	Update the FAFSA to consent and approve sharing your income and tax information from the IRS. If you filed jointly, your spouse must also provide consent. Send us a 2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules.
<input type="checkbox"/> I worked but was not required to file a 2022 Federal Income Tax Return. Note: Work-study is work and a W-2 was sent to your permanent address	Submit the Student Nontax Filer form, including all 2022 W-2 Forms received and earning statements from all employers.
<input type="checkbox"/> I did not work and will not file a 2022 Federal Income Tax return.	Submit the Student Nontax Filer form indicating you did not work and will not file a 2022 Tax return.

PARENT INCOME INFORMATION (Please check the appropriate box)

Check only one of the boxes below, then....	Submit the following required documents(s)
<input type="checkbox"/> I filed or will file a 2022 Federal Income Tax Return	Update the FAFSA to consent and approve sharing your income and tax information from the IRS. If you filed jointly, your spouse must also provide consent. Send us a 2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules.
<input type="checkbox"/> I worked but am not required to file a 2022 Federal Income Tax Return. Note: Work-study is work and a W-2 was sent to your permanent address	Submit the Parent Nontax Filer form, including all 2022 W-2 Forms received and earning statements from all employers.
<input type="checkbox"/> I did not work and will not file a 2022 Federal Income Tax return.	Submit the Parent Nontax Filer form indicating you did not work and will not file a 2022 Tax return.

Tax Information Is Not Transferred Directly from the IRS

If 2022 income tax return information was not available or could not be used/transferred directly from the IRS, the students and/or 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**. You may request an IRS Tax Return Transcript by calling 1-800-908-9946 or visit the IRS website at www.irs.gov. Click 'Get Your Tax Record'.

DO NOT LEAVE ITEMS BLANK

By signing below, I/we certify that all the information reported on this worksheet is complete and correct. **The student and one parent must sign (for dependent students). WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

Student _____ Date _____ Parent _____ Date _____