



## 2024-2025 Dependent Verification Worksheet

### WHAT IS VERIFICATION?

Your application for financial aid was selected for review in a process called "verification." In this process, the Financial Aid Office is required to collect information from you and compare it to the information that you submitted on your Free Application for Federal Student Aid (FAFSA). If we find that any of the items are incorrect, we must make those corrections to your FAFSA. If the corrections result in a change to your financial aid award, we will send you a revised offer letter within two weeks of completing the verification.

Submit this completed and signed form to the Financial Aid Office with the required documentation (see Sections C & D) within 14 days. **Your financial aid will not be processed until this form has been fully completed and submitted with all required documentation.**

### WHAT ARE THE STEPS?

1. Complete the IRS Direct Data Exchange (FA-DDX) by navigating to the Financial Information section of the FAFSA. From there, follow the instructions to determine if you are eligible to use the IRS Direct Data Exchange (FA-DDX) to transfer 2022 IRS income tax information directly into your FAFSA.
2. If you cannot complete Step 1, you may order a **2022 IRS Tax Return Transcript** from the IRS online at [www.irs.gov](http://www.irs.gov), select "Get Your Tax Record". You can also obtain one by phone at 1-800-908-9946. Obtain a **2022 IRS Tax Return Transcript** for yourself and for your parents/step-parent. **Please make certain you request a tax return transcript – NOT a tax account transcript.** You may also submit a **signed** copy of the 2022 IRS Federal Income Tax return and applicable schedules. If your parent(s) did not file taxes for 2022 each parent/step-parent must request a **2022 IRS Verification of Non-Filing Letter**.
3. Fill in and sign this worksheet – you and at least one parent must physically sign the form.
4. Review all letters from the Financial Aid Office to see if you need to submit other documentation.
5. After a financial aid counselor reviews your information, you may be asked to submit additional documentation. You will be notified about your financial aid awards after all the information has been reviewed and any necessary corrections made.
6. If you filed an amended return, or were a victim of tax-related identity theft, please contact our office for more information.

### A. STUDENT INFORMATION

**PLEASE PRINT**

STUDENT'S NAME: \_\_\_\_\_

HOLY FAMILY ID: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP

DAYTIME PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_

### B. FAMILY INFORMATION

**List the people in your parents' household whom your parents will support between July 1, 2024 and June 30, 2025. INCLUDE:** yourself (even if you do not live with your parents); your parents/stepparents; your parents' other children who will receive more than half of their support from your parents or if they would be required to provide parental information when applying for federal financial aid; other people living with your parents and receiving more than half of their support from your parents. Do not include foster children. Attach an additional sheet if necessary.

Name	Date of Birth	Relationship to Student
You:		Self

### C. STUDENT INCOME INFORMATION

Check the appropriate box below and provide the requested information and documents (you should only check one):

- I used the IRS Direct Data Exchange (FA-DDX) in FAFSA on the Web to transfer my 2022 IRS income tax information into my FAFSA and made no further changes to the information. *(The school will use the IRS information that was transferred in the verification process.)*
- I did not (or could not) transfer my 2022 IRS income information to the FAFSA using the IRS Direct Data Exchange (FA-DDX) in FAFSA on the Web. Attached is a copy of my **2022 IRS Tax Return Transcript** or a **signed** copy of the 2022 IRS Federal Income Tax return and applicable schedules. Please see the first page for instructions on how to obtain your 2022 IRS Tax Return Transcript.
- I was not employed and had no income earned from work in 2022 and did not and am not required to file a 2022 IRS income tax return.
- I was employed in 2022 but did not and am not required to file a 2022 IRS income tax return. I have listed below the names of all my employers and the amount earned from each employer in 2022. (Please attach copies of all 2022 IRS W-2 forms issued by each employer.) Attach an additional sheet if necessary. **\*\* Do not check this box if you filed a 2022 IRS income tax return.\*\***

Employer's Name	2022 Amount Earned	Did you receive a W-2? (Circle one) If yes, please attach a copy of the W-2.	
		Yes	No
		Yes	No
		Yes	No

### D. PARENTAL INCOME INFORMATION

Check the appropriate box below and provide the requested information and documents (you should only check one):

- My parents used the IRS Direct Data Exchange (FA-DDX) to transfer their 2022 IRS income tax information into the FAFSA and made no further changes to the information. *(The school will use the IRS information that was transferred in the verification process.)*
- My parents did not (or could not) transfer their 2022 IRS income information to the FAFSA using the IRS Direct Data Exchange (FA-DDX) in FAFSA on the Web. Attached is a copy of their **2022 IRS Tax Return Transcript(s)** or a **signed** copy of the 2022 IRS Federal Income Tax return and applicable schedules. Please see the first page for instructions on how to obtain your 2022 IRS Tax Return Transcript.
- My parents were not employed and had no income earned from work in 2022 and did not and are not required to file a 2022 IRS income tax return. Attached is the **2022 IRS Verification of Non-Filing Letter** for each parent listed on this form and included on my FAFSA.
- My parents were employed in 2022 but did not and are not required to file a 2022 IRS income tax return. They have listed below the names of all of their employers and the amount earned from each employer in 2022. (Please attach copies of all 2022 IRS W-2 forms issued by each employer.) Attach an additional sheet if necessary. Please also attach the **2022 IRS Verification of Non-Filing Letter** for each parent listed on this form and included on your FAFSA. **\*\* Do not check this box if they filed a 2022 IRS income tax return.\*\***

Employer's Name	2022 Amount Earned	Did you receive a W-2? (Circle one) If yes, please attach a copy of the W-2.	
		Yes	No
		Yes	No
		Yes	No

### E. CERTIFICATION

By signing this worksheet, we certify that all the information reported on it is complete and correct to the best of our knowledge.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Return completed worksheet and required documentation by uploading to your Self-Service account, or return to the address or email address on the front/first page of this form. Contact us at the phone number or email address on the front/first page of this form with any questions.