

2024–2025 Verification Worksheet

Dependent Student- Tracking Group V1

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 parents reported on your FAFSA. To verify that you provided correct information, we 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 whose information was reported on the FAFSA must complete and sign this worksheet, include any required documents, and upload via Net Partner to the Financial Aid Office at Belmont Abbey College. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

Please complete with blue or black ink.

A. Dependent Student’s Information

Student’s Last Name	First Name	M.I.	Student ID Number
Student’s Street Address (include apt. no.)			Student’s Date of Birth
City	State	Zip Code	Student’s Email Address
Student’s Home Phone Number (include area code)			Student’s Alternate or Cell Phone Number

B. Dependent Student’s Family Information

Number of Household Members: List below the people in your **parents’ household**. Include:

- 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. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other people’s support and will continue to provide more than half of their support through June 30, 2025.

Number in College: List below any household member, excluding the parents, who will be enrolled **at least half time** in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2024 and June 30, 2025 and include the name of the college.

If more space is needed, provide a separate page with the student’s name and ID number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</i>	<i>Belmont Abbey College</i>	

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

C. Dependent Student’s Income Information to Be Verified *Instructions:* Complete item number one, if you did not file a 2022 tax return or complete item number two, if you did file a 2022 tax return, but not both items.

1. Nontax Filers

Check the **one** box that applies:

- The student was not employed and had no income earned from work in 2022.
- The student will not file and is not required to file a 2022 tax return with the IRS. If the student was employed in 2022, list below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form is provided. [Provide copies of all 2022 IRS W-2 forms issued to the student by their employers.] List every employer even if the employer did not issue an IRS W-2 form.

Employer’s Name	2022 Amount Earned	IRS W-2 Provided?
Suzy’s Auto Body Shop (Example)	\$2,000.00	Yes
Total amount earned from work	\$	

You may now proceed to the student signature page.

2. Tax Return Filers

Important Note: If the student filed, or will file, an amended 2022 IRS tax return, the student must contact the financial aid administrator before completing this section.

Instructions: Complete this section if the student filed a 2022 IRS income tax return. *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at studentaid.gov. If the student has not already used the tool, go to studentaid.gov, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS DRT.*

Check the **one** box that applies:

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2022 IRS tax return information into the student’s FAFSA.
- The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2022 IRS tax return information into the student’s FAFSA.
- The student is unable to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return**.

Verification cannot be completed until the 2022 IRS tax return transcript has been submitted to the school.

A **2022 IRS Tax Return Transcript** may be obtained through the:

- 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.”
- 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** “Account Transcript”
- Automated Telephone– 1-800-908-9946 Follow prompts and choose option #2
- Paper Request Form – Go to www.irs.gov, print, complete and mail to the IRS Form 4506T-EZ or Form 4506-T.

You may now proceed to the student signature page.

D. Parent’s Income Information to Be Verified *Instructions:* The information below applies to each parent included in the household. Complete item number one, if you did not file a 2022 tax return or complete item number two, if you did file a 2022 tax return, *but not both items.*

1. Nontax Filers

Check the **one** box that applies:

- The parent(s) was not employed and had no income earned from work in 2022.
- One or both parents will not file and are not required to file a 2022 tax return with the IRS. If the parent(s) was employed in 2022 list below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form is provided. [Provide copies of all 2022 IRS W-2 forms issued to the parent(s) by their employers.] List every employer even if the employer did not issue an IRS W-2 form.

Employer’s Name	2022 Amount Earned	IRS W-2 Provided?
Suzy’s Auto Body Shop (Example)	\$2,000.00	Yes
Total amount earned from work	\$	

You must provide documentation from the IRS dated on or after October 1, 2023, that indicates a 2022 IRS income tax return was not filed with the IRS **OR** provide a signed statement certifying you attempted to obtain confirmation of nonfiling from the IRS and were unable to obtain the required documentation. That documentation may be obtained through the:

- Get Transcript ONLINE – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript ONLINE." Request Verification of Non-filing Letter.
- Paper Request Form – Go to www.irs.gov, print, complete, and mail to the IRS Form 4506-T.

You may now proceed to the parent signature page.

2. Tax Return Filers

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 to file an amended return or had a change in marital status after December 31, 2022.

Instructions: Complete this section if the parent(s) filed a 2022 IRS income tax return. *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at studentaid.gov. If the parent(s) has not already used the tool, go to studentaid.gov, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent(s) is eligible to use the IRS DRT.*

Check the **one** box that applies:

- The parent(s) has used the IRS DRT in *FAFSA on the Web* to transfer 2022 IRS tax return information into the student’s FAFSA.
- The parent(s) has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2022 IRS tax return information into the student’s FAFSA.
- The parent(s) is unable to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2022 IRS Tax Return Transcript(s)**.

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A **2022 IRS Tax Return Transcript** may be obtained through the:

- Get Transcript Online – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- 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** "Account Transcript"
- Automated Telephone Request – 1-800-908-9946 Follow prompts and choose option #2
- Paper Request Form – Go to www.irs.gov, print, complete and mail to the IRS Form 4506-T.

Student Name _____

Student ID Number _____

Warning: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Certifications and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **The student and one parent whose information was reported on the FAFSA must sign and date.**

Print Student's Name

Student's ID Number

Student's Signature

Date

Parent's Signature

Date

**Do not mail this worksheet to the U.S. Department of Education.
Upload this worksheet via Net Partner to Belmont Abbey College, Financial Aid Office.**