



**2024-2025 Verification Worksheet Dependent Students V1**  
Office of Student Financial Aid | Florida Atlantic University

**Instructions for Submitting:**

- Complete this form fully. Print the form when all fields are filled out. Then, you and your parent must sign Section 7 of this form by hand (with a “wet” signature).
- Scan the completed form and submit it via OWLFILES. You may also submit it in person to our office.

**I. DEPENDENT STUDENT’S INFORMATION**

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Per Federal Regulations, before receiving Federal Student Aid, you are required to confirm the information you and your parents reported on your FAFSA. If there are differences between your FAFSA and the documentation provided, FAU will make corrections to your FAFSA. You must complete and sign this worksheet, attach any required documents, and submit the complete packet to the FAU Office of Student Financial Aid. Additional information may be required.

Student’s Last Name \_\_\_\_\_ Student’s First Name \_\_\_\_\_ Student’s M.I. \_\_\_\_\_

Student’s ID Number \_\_\_\_\_ Student’s Date of Birth \_\_\_\_\_ Student’s Phone Number \_\_\_\_\_ Student’s Email Address \_\_\_\_\_

Student’s Street Address (include apt. no.) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**II. FAMILY INFORMATION**

List everyone who is included in your family size. Your family size includes the following:

The student.

- The student’s parents, even if the student is not living with them.
- Are your parents married to each other? Add BOTH PARENTS.
- Are your parents not married but living together? Add BOTH PARENTS.
- Is your parent married to a spouse who is not your biological parent? Add your PARENT and STEP-PARENT.
- Is your parent widowed or single and not remarried? Add just that ONE PARENT.
- The student’s siblings if the following are true:
  - They live with the student’s parents (or live apart because of college enrollment),
  - 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 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	Age	Relationship
		<i>Self</i>

### III. STUDENT INCOME INFORMATION

The instructions below apply to the student.

As part of federal student aid eligibility, students 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 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 student filed a 2022 tax return but income tax return information for the student was not available or could not be used, the student should provide FAU with a 2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules. If the student filed an income tax return with a tax authority other than the IRS, provide a signed copy of the income tax return that was filed with the relevant tax authority.

#### Did the student file a 2022 income tax return with the IRS?

- ☐ **STUDENT IS A TAX RETURN FILER:** The student filed or will file a 2022 income tax return with the IRS. In most cases, no further documentation is needed. If the information was not successfully imported into the FAFSA, the student is required to submit copies of 2022 income tax returns to the Financial Aid Office. Review your financial aid status on MyFAU Self Service to see if additional information is required.
- ☐ **STUDENT IS A TAX RETURN NON-FILER:** The student will not file and is not required to file a 2022 income tax return with the IRS. By signing this verification worksheet, you (the student) certify that you have not filed and are not required to file a 2022 income tax return. You also certify that you have listed below the sources and amounts of earnings, other income, and resources that supported you for the 2022 tax year. Review your financial aid status on MyFAU Self Service to see if additional information is required.

IF TAX RETURN NON-FILER, SELECT WHICH APPLIES:

- ☐ The student has no earnings, other income, or resources to report for the 2022 tax year. The student was not employed and had no income earned from work in 2022.
- ☐ The student has earnings, other income, or resources to report for the 2022 tax year. All amounts must be listed below. If employed in 2022, the student has listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form or an equivalent is provided. Provide copies of all 2022 IRS W-2 forms issued to the student by employers. List every employer even if the employer did not issue an IRS W-2 form.

Employer or Other Income Source	Amount Earned or Received	W2 Provided?

### IV. STUDENT ASSET INFORMATION (If question does not apply, place 0 in field)

As of today, what is the student's current total of cash, savings, and checking accounts? Don't include student financial aid.

\_\_\_\_\_

As of today, what is the student's current net worth of investments, including real estate? Don't include the home the student lives in, retirement or life insurance plans, or possessions such as a car for personal use. Net worth is the value of the investments minus any debts owed against them.

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As of today, what is the student's current net worth of businesses and investment farms? Enter the net worth of the student's businesses or for-profit agricultural operations. Net worth is the value of the businesses or farms minus any debts owed against them. Report the net worth of all businesses and farms, regardless of the size of the enterprise, location of the family's residence on the property, or number of employees.

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## V. PARENT INCOME INFORMATION

The instructions below apply to each parent reported in the household.

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 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 a parent filed a 2022 tax return but income tax return information for the parent was not available or could not be used, the parent 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. If a parent filed an income tax return with a tax authority other than the IRS, provide a signed copy of the income tax return that was filed with the relevant tax authority.

### Did the parent(s) file a 2022 income tax return with the IRS?

- ☐ **TAX RETURN FILER:** Both parents in the student's household filed or will file a 2022 tax return with the IRS. Or, if only one parent is in the household, the parent filed or will file a 2022 tax return with the IRS. In most cases, no further documentation is needed. If the information was not successfully imported into the FAFSA, the student may be required to submit copies of the parents' 2022 income tax returns to the Financial Aid Office. Review your financial aid status on MyFAU Self Service to see if additional information is required.
- ☐ **TAX RETURN NON-FILER:** One or both parents in the student's household will not file and are not required to file a 2022 income tax return with the IRS. Non-filing parent(s) must submit a certification that they did not file as well as any W-2s.

IF TAX RETURN NON-FILER, SELECT WHICH APPLIES:

- ☐ The nonfiling parent(s) has no earnings, other income, or resources to report for the 2022 tax year. The nonfiling parent(s) was not employed and had no income earned from work in 2022.
- ☐ The nonfiling parent(s) has earnings, other income, or resources to report for the 2022 tax year. All amounts must be listed below. If employed in 2022, the nonfiling parent(s) has listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form or an equivalent is provided. Provide copies of all 2022 IRS W-2 forms issued to the parent by employers. List every employer even if the employer did not issue an IRS W-2 form.

Employer or Other Income Source	Amount Earned or Received	W2 Provided?

## VI. PARENT ASSET INFORMATION (If question does not apply, place 0 in field)

As of today, what is the parent (and spouse's) current total of cash, savings, and checking accounts? Don't include student financial aid.

\_\_\_\_\_

As of today, what is the parent (and spouse's) current net worth of investments, including real estate? Don't include the home the student lives in, retirement or life insurance plans, or possessions such as a car for personal use. Net worth is the value of the investments minus any debts owed against them.

\_\_\_\_\_

As of today, what is the parent (and spouse's) current net worth of businesses and investment farms? Enter the net worth of the parent's businesses or for-profit agricultural operations. Net worth is the value of the businesses or farms minus any debts owed against them. Report the net worth of all businesses and farms, regardless of the size of the enterprise, location of the family's residence on the property, or number of employees. As of today, what is the student's current total of cash, savings, and checking accounts? Don't include student financial aid.

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## VII. CERTIFICATIONS AND SIGNATURES

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

**WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.**

Print Student's Name

Student's ID Number

Student's Signature (Required)

Date

Parent's Signature (Required)

Date

**Typed signatures will not be accepted. Signatures must be signed by hand.**