



2024-2025 Verification Worksheet

Your application was selected for review in a process called “verification.” If there are differences between your FAFSA application and the documents you submitted, corrections will be made and reprocessed by the federal processor. **We cannot process your financial aid until verification has been completed, please provide the needed documents as soon as possible.**

WHAT YOU SHOULD DO:

- Collect your {and if applicable, your spouse’s or parent(s)} 2022 federal income tax return transcript.
- Complete this form and provide the required signatures (yours and your parent(s)’ if applicable).
- Contact the Office of Financial Aid if you have questions about completing this form.
- Submit all 2022 tax return transcripts to the PCCUA Office of Financial Aid if you did not utilize the tax retrieval option on the FAFSA
- Complete and submit this form in blue or black ink only. **Do not use a pencil.**
- Do not make any further corrections to FAFSA once you have submitted this form.
- NOTE: This form will be returned to you if information is not fully and accurately completed.

A. STUDENT INFORMATION:

Last Name		First Name	Social Security/Student ID Number
Street Address			Date of Birth
City	State	Zip Code	Phone Number (Include area code)

B. FAMILY INFORMATION:

An **Independent student** must be able to affirm that at least one of the following statements is true. Proof may be required.

A **Dependent student** is a student who is unable to check any of the following boxes.

- You were born before January 1, 2001.
- You were married, as of the day you filed the Free Application for Federal Student Aid.
- You have children for whom you will provide more than half of their support from July 1, 2024 through June 30, 2025.
- You have dependents (other than your children and spouse) who live with you and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2024-June 30, 2025.
- Since the ages of 13, both of your parents are deceased, you were in foster care, or you were a dependent or ward of the court.
- You are or were an emancipated minor as determined by a court in your state of legal residence.
- You are or were in legal guardianship as determined by a court in your state of legal residence.
- You are currently serving active duty or are a veteran of the U.S. Armed Forces.
- You were on or after July 1, 2023 determined to be unaccompanied youth who was homeless by a school or shelter official.

DEPENDENT STUDENT:

No boxes checked; complete the table with this information:

List the people in your parent(s)’ household

- Yourself and your parent(s) (including step-parent) even if you don’t live with your parent(s).
- Your parent(s)’ other children if your parent(s) will provide more than half of their 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 they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2025.

INDEPENDENT STUDENT:

At least one box checked; complete the table with this information.

List the people in your household.

- Yourself.
- Your spouse, if married.
- Your children, if any, if you will provide more than half of their support from July 1, 2024, through June 30, 2025, or if the child would be required to provide your information if they were completing a FAFSA for 2024-2025. Include children who meet either of these standards, even if they do not live with you.
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2025.

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FULL NAME	AGE	RELATIONSHIP TO STUDENT	COLLEGE ATTENDING
		self	Phillips Community College UA

C. TAX FORMS AND INCOME INFORMATION:

SECTION 1. If you do not have a copy of your tax return transcript and/or W-2, call the IRS at 1(800)908-9946 or go to www.irs.gov to request a 2022 Tax Return Transcript. You are not required to submit an IRS tax transcript if you utilized the IRS tax retrieval tool on the FAFSA.

Student: (Check one box only)

- ☐ Check and attach signed 2022 tax return transcript.
- ☐ Check if you will not file and are not required to file a 2022 U.S. Income Tax Return. **Complete Section 2**
- ☐ Check if you used the IRS tax retrieval tool on the FAFSA.

FOR DEPENDENT STUDENTS

Parents(s): Check one box only

- ☐ Check and attach signed 2022 tax return transcript.
- ☐ Check if you used the IRS tax retrieval tool on the FAFSA
- ☐ Check if you will not file and are not required to file a 2022 U.S. Income Tax Return. **Complete Section 2**

FOR INDEPENDENT STUDENTS

Spouse: (if married) Check one box only

- ☐ Check and attach signed 2022 tax return transcript.
- ☐ Check if you used the IRS tax retrieval tool on the FAFSA
- ☐ Check if you will not file and are not required to file a 2022 U.S. Income Tax Return. **Complete Section 2**

SECTION 2. List all employers and any income received in 2022 for all family members who indicated in section 1 that they did not file and are not required to file a 2022 Federal Income Tax Return. Attach a copy of all 2022 W-2 forms issued to you (and, if married, to your spouse/if dependent, to your parent(s)) by employers. List every employer even if the employer did not issue an IRS W-2 form. ***For additional space, please attach a separate page that includes the student's name and Social Security Number at the top. IF you have no income to report enter NONE under Source of Income.***

2022 Source of Income	Is income listed for student, spouse, or parent(s)?	2022 Income Amount	IRS W-2 Attached? YES/NO

D. SIGN THIS FORM:

By signing this form, I (we) certify that all information reported on this form is complete and correct. If dependent, at least one parent must sign this form. **WARNING:** If you purposely give false or misleading information on this form, you may be fined, sentenced to jail, or both.

Student Signature

Date

Parent Signature (if dependent)

Date