

2024-2025 VERIFICATION WORKSHEET

Federal Student Aid Programs
Office of Financial Aid – 333 Murfreesboro Road – Nashville, TN 37210
Phone: (615) 248-1242

Your application was selected by the U.S. Dept. of Education for review in a process called "verification". In this process we are required by federal law (34 CFR, Part 668) to compare the information from your FAFSA application with the information provided on this form and with your 2022 federal tax return transcripts (and your spouse's if you are married, or parents' if you are considered dependent for federal aid purposes). If there are differences between your application information and your financial documents, your school may need to make corrections electronically.

** We cannot process your financial aid until verification has been completed. Please provide the required documents as soon as possible. **

What you should do:

- 1. Complete and sign the worksheet (for dependent students, one parent must also sign).
- 2. Contact us if you have questions about completing this worksheet.
- 3. Submit the completed worksheet, signed 1040 or tax transcripts for 2022, and any other documents requested in your email, to our office.

Student's Full Name	XXX-XX- Last four digits of SSN	Student ID Number	Date of Birth
*Student's E-mail	*Student Phone Number	*Parent E-mail (Dependent Student to only)	*Parent Phone Number (Dependent Student to only)

*

ITEM 1: Read. Check one box and follow the instructions to complete Item 2



Independent Students: For financial aid purposes, you are considered an *independent* student because you answered YES to one of the questions in Step Three (questions 45-57) on the 2024-2025 Federal Aid Application (FAFSA). For item 2 below, write the names of all of the people you (and your spouse) will support between July 1, 2024, and June 30, 2025. Include yourself, your spouse, and your children (if you provide more than half of their support for the year listed), and other persons per instructions on the FAFSA. Under College Name, count yourself as a college student. Additionally, write in the name of the college for any household member who will attend at least half time in 2024-2025 in a program that leads to a college degree or certification. Ignore all questions pertaining to parent information on this form.

Dependent Students: For financial aid purposes, you are considered a *dependent* student because you answered **NO** to all of the questions in Step Three (questions 45-57) on the 2024-2025 Federal Aid Application (FAFSA). For item 2 below, write the names of all of the people your parents will support between July 1, 2024, and June 30, 2025. Include *yourself, your parent(s)* (including stepparents), and your *parent's children* (if your parents provide more than half support, or if they would be required to give parental information when applying for federal student aid), and other persons per instructions on the FAFSA. Under College Name, count yourself as a college student. Additionally, indicate if any of the other members in the household will be attending college at least half-time **EXCLUDING PARENTS** (in a program that leads to a college degree, diploma, or certificate) during the 2024-2025 academic year.

ITEM 2: Household Information (Please list all people in your household)

First & Last Name	Age	Relationship to student (Parents, siblings, etc.)	Name of college if attending half- time or more in 2024-2025
Include self			

ITEM 3a: Student's Tax Filing Status – Calendar Year 20) <u>22</u>		
□ Check here if you filed a 2022 Federal Tax Return.	. Then, check below if you	I	
Ahave used the federal tax information (FTI) to complete or updat	te the FAFSA	
Bhave included a signed copy of my 1040	O with Schedules 1, 2 and	3	
□ Check here if you had NO earnings from work, wil	I not file, and are not req	uired to file a 2022 U.S.	
federal income tax return.			
□ Check here if you HAD earnings from work, will not federal income tax return. Please complete the earn			
→ Please reference the Non-Filing Letter information o		ngs, list below	
your employer(s) and any income received in 2022. (Use your W-2(s) or other earnings statements, if available.)			
Source of Income:	IRS W-2 provided?	2022 Earnings:	
(Example) Trevecca Nazarene University	Yes	\$1,200	
ITEM 3b: Parent(s)' Tax Filing Status – Calendar Year 20	022		
□ Check here if you filed a 2022 Federal Tax Return. Then, check below if you			
Ahave used the federal tax information (FTI) to complete or update the FAFSA			
Bhave included a signed copy of my 1040	with Schedules 1, 2 and 3		
□ Check here if you had NO earnings from work, wil	I not file, and are not req	uired to file a 2022 U.S.	
federal income tax return.			
□ Check here if you HAD earnings from work, will no federal income tax return. Please complete the earn	· ·		
→Please reference the Non-Filing Letter information o	n PAGE 3.		

If your parent(s) did not file and are not required to file a 2022 federal income tax return, but had some earnings, list below their employer(s) and any income received in 2022. (Use your W-2(s) or other earnings statements, if available.)

Source of Income:	IRS W-2 provided?	2022 Earnings:
(Example) MNPS Substitute Teacher	Yes	\$3,500



→ Independent students (23 years of age and older) and/or parent(s) who were not required to file a 2022 IRS Tax Return, need to submit an IRS form 4506-T (Available at www.irs.gov after June 15th) and then submit the <u>Verification of Non-Filing</u> <u>Letter</u> to us. As stated above, please provide any 2022 W-2s to verify wages earned.

→ Dependent Students Who Are Nontax Filers

A dependent student who is a nontax filer is excluded from the verification requirement to provide confirmation of the dependent student's non-filing status from the IRS (Non-Filing Letter).

ITEM 4: SIGN THIS WORKSHEET			
By signing this worksheet, I (we) certify that all the warning: If you purposely file false or misleading	•		•
Student Signature	Date		
Parent Signature (Dependent Students Only)	Date		

*Return to: Office of Financial Aid, Trevecca Nazarene University, 333 Murfreesboro Rd., Nashville, TN 37210