

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

**Introduction**

Your 2024–2025 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The RCSJ Office of Financial Aid is required by federal regulation (*34 CFR, 668.51-61*) to compare the information from your FAFSA to the information provided on this form and your tax documents. If there are differences, your FAFSA information will be corrected. You must complete and sign this worksheet, attach any required documents and submit the forms to the Office of Financial Aid. **Failure to do so may result in a delay for receiving your financial aid.** Eligibility cannot be calculated, and awards packaged until the verification process is complete.

**Dependency Status**

Please check any box that may apply. If you can check at least one of the following boxes, you are considered independent and will be required to provide your and your spouse’s income documentation (if married). Students under 24 years of age who check a box below will be required to provide documentation confirming their independent status.

- I was born before January 1, 2001.
- I am married.
- I am a veteran or on active duty in the military.
- I have children or other dependents that I am financially supporting. *(Check box only if you provide more than half of their means of support).*
- I am an orphan, ward of the court/in legal guardianship (after age 13), emancipated as determined by a court in my state.
- I am an unaccompanied youth who was homeless on or after July 1, 2023.

**A. Verification of Household Size**

List all members of your household size, as defined below. **You must use their full, legal names** and describe their age and relationships to the student. In addition, indicate which household member(s) will be enrolled at least half time in a degree, diploma or certificate program at an eligible postsecondary institution of higher education between July 1, 2024 and June 30, 2025. Include the name of the college(s).

**If Dependent include:**

- Yourself (the student)
- Parents (biological, step- or adoptive)
- Siblings (biological, step or adoptive)
- Children and/or legal dependents of whom your parents have custody and will provide more than half of their financial support from July 1, 2024 through June 30, 2025
- Other individuals of whom your parents will provide more than half of their financial support from July 1, 2024 through June 30, 2025

**If Independent include:**

- Yourself (the student)
- Spouse, if married
- Children (biological, step- or adoptive)
- Legal dependents of whom you and/or your spouse will provide more than half of their financial support from July 1, 2024 to July 30, 2025
- Other individuals of whom you and/or your spouse will provide more than half of their financial support from July 1, 2024 through June 30, 2025

**Disclaimer:** The Office of Financial Aid reserves the right to ask for official documentation (i.e. court orders, custody papers) for individuals who are not part of the immediate family.

| Full, Legal Name of Household Member | Age | Relationship to Student | Will attend college at least half-time in 2023–2024? | If yes, name of college |
|--------------------------------------|-----|-------------------------|--|-------------------------|
| <i>Example:</i> Adam Miller          | 20  | Self/the student        | Yes [X] No [ ]                                       | RCSJ                    |
| <i>Example:</i> Joyce Miller         | 48  | Parent                  | Yes [ ] No [X]                                       |                         |
| 1)                                   |     |                         | Yes [O] No [O]                                       |                         |
| 2)                                   |     |                         | Yes [O] No [O]                                       |                         |
| 3)                                   |     |                         | Yes [O] No [O]                                       |                         |
| 4)                                   |     |                         | Yes [O] No [O]                                       |                         |
| 5)                                   |     |                         | Yes [O] No [O]                                       |                         |
| 6)                                   |     |                         | Yes [O] No [O]                                       |                         |

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

**B. Verification of 2022 Income for Tax Filers**

*Complete this section only* if you the student, your parent(s) and/or spouse filed an IRS 2022 Income Tax Return. Check the box(es) that apply. **You must submit copies of your IRS 2021 Tax Return Transcript** as part of the verification process if you didn't use the IRS Data Retrieval Tool (DRT) on the FAFSA.

| If IRS DRT Used on FAFSA   | If IRS DRT Wasn't Used on FAFSA   |
|--|---|
| <input type="checkbox"/> I, the student, filed a 2022 Income Tax Return. The IRS DRT was used on the FAFSA.<br><input type="checkbox"/> The spouse filed a 2022 Income Tax Return. The IRS DRT was used on the FAFSA.<br><input type="checkbox"/> The parent(s) filed a 2022 Income Tax Return. The IRS DRT was used on the FAFSA. | <input type="checkbox"/> I, the student, filed a 2022 Income Tax Return. An IRS Tax Return Transcript is attached.<br><input type="checkbox"/> The spouse filed a 2022 Income Tax Return. An IRS Tax Return Transcript is attached.<br><input type="checkbox"/> The parent(s) filed a 2022 Income Tax Return. An IRS Tax Return Transcript is attached. |

**C. Verification of 2021 Income for NON-TAX FILERS**

*Complete this section only* if you the student, your parent(s) and/or spouse will not file an IRS 2021 Income Tax Return. Visit **IRS.gov** and consult the "Do You Need to File a Tax Return?" tool to determine whether or not you must file. **Do not complete this section if you filed a 2021 federal tax return.**

**1. UNEMPLOYED and NO INCOME:**

Check the box(es) that apply.

- I, the student, was not employed and had no income earned from work in 2022.
- The spouse was not employed and had no income earned from work in 2022.
- The parent(s) were not employed and had no income earned from work in 2022.

**2. EMPLOYED and DID NOT FILE:**

*Complete this section only* if members of the household worked and earned income in 2022 but did not file an IRS Income Tax Return. List their full, legal names, place of employment and the amount of income earned from work for the year. *Provide copies of all 2022 IRS W-2 forms issued by the employer to the household members listed below.*

| Name of Household Member    | Employer's Name       | Amount Earned | W-2 Provided   |
|-----------------------------|-----------------------|---------------|----------------|
| <i>Example:</i> Adam Miller | Suzy's Auto Body Shop | \$2,563.93    | Yes [X] No [ ] |
| 1)                          |                       |               | Yes [O] No [O] |
| 2)                          |                       |               | Yes [O] No [O] |
| 3)                          |                       |               | Yes [O] No [O] |

**Disclaimer:** The Office of Financial Aid reserves the right to ask for official IRS documentation that indicates a 2022 Income Tax Return was not filed.

**Each person signing below certifies that all of the information reported is complete and correct. If you purposely give false information you may be fined, sentenced to jail or both.**

*Independent Students: The student must sign and date.*

*Dependent Students: The student and one parent whose information was reported on the FAFSA must sign and date.*

\_\_\_\_\_  
Student's Signature Date

\_\_\_\_\_  
Parent's Signature Date