



Why do I need to complete this form?

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) 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, we may need to make corrections electronically.

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

What do I need to do?

1. Complete and sign the worksheet (for dependent students, one parent must also sign).
2. Submit any additional documents specified by this form or communication from Student Financial Services.

How do I know if I am dependent or independent?

For financial aid purposes, you are considered a ***dependent*** student if you answered **NO** to all of the personal circumstance questions on the 2024-2025 FAFSA (born before 01/01/01, married, etc.).

For financial aid purposes, you are considered an ***independent*** student if you answered **YES** to at least one of the personal circumstance questions on the 2024-2025 FAFSA (born before 01/01/01, married, etc.).

Where can I find my Tax Return Transcript?

To request a Federal Tax Return Transcript from the IRS, visit [IRS.gov](https://www.irs.gov) and click "Get your Tax Record" or "Get Transcript Online."

What if I or my parent(s) are not a tax filer?

If you/your parent(s) were not required to file a 2022 Federal Tax Return, you must provide a signed statement certifying that you/your parent(s) did not file and are not required to file a 2022 tax return. Students may sign on a non-filing spouse's behalf. Please contact Student Financial Services for more detailed information.

Please note: If you filed a non-IRS Income Tax Return, a foreign tax return, an amended IRS Income Tax Return, were a victim of IRS Tax Related Identity Theft, or filed an extension, then other documentation may be accepted or required. Please contact Student Financial Services for more information.

How are the documents I provide used?

All documentation provided will be stored by ENC for the period required by Title IV record retention policies.

Step 2a: STUDENT Tax Filing Status – Calendar Year 2022: Check one & provide necessary information

CHECK ONE

- I used the IRS Direct Data Exchange to transfer 2022 Federal Tax Return information into my FAFSA.
- I am attaching a copy of my 2022 Federal Tax Return Transcript.¹
- I am attaching a signed copy of my 2022 Form 1040 Federal Tax Return and all applicable schedules (1,2,3 and C).
- I was not required to file a 2022 Federal Tax Return. If I am an independent student, I have attached a signed statement verifying my non-filing status.*
- I was not employed and had no income earned from work in 2022.

**If you did not file and are not required to file a 2022 federal income tax return, but had some earnings, list below your employer(s) and any income received in 2022. (Use your W-2(s) or other earnings statements, if available.) List every employer, even if no W-2 was issued.*

Source of Income:	IRS W-2 provided?	2022 Earnings:
(Example) Eastern Nazarene College	Yes	\$1,200

Step 2b: PARENT Tax Filing Status – Calendar Year 2022: Check one & provide necessary information

CHECK ONE

- I used the IRS Direct Data Exchange to transfer 2022 Federal Tax Return information into my FAFSA.
- I am attaching a copy of my 2022 Federal Tax Return Transcript.¹ (Please include student's name on tax documents/submission)
- I am attaching a signed copy of my 2022 Form 1040 Federal Tax Return and all applicable schedules (1,2,3 and C). (Please include student's name on tax documents/submission)
- I was not required to file a 2022 Federal Tax Return. I have attached a signed statement verifying my non-filing status.*
- I was not employed and had no income earned from work in 2022.

**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.) List every employer, even if no W-2 was issued.*

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

Step 3: CERTIFICATION AND SIGNATURES: Read & Sign

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 on this form, you may be fined, be sent to prison, or both.

Print Student's Name

Student ID Number

Student Signature (Required)

Date

Parent Signature (Required for Dependent Students Only)

Date

Please use the "draw" function at the top of the screen to sign.

Return to: Student Financial Services, Eastern Nazarene College, 23 East Elm Ave., Quincy, MA 02170 **Phone:** (617) 745-3712

¹ To request a Federal Tax Return Transcript from the IRS, visit IRS.gov and click "Get your Tax Record" or "Get Transcript Online"