

Frequently Asked Questions about Verification

(Keep this page for your records)

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 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.



2024–2025 VERIFICATION WORKSHEET

Student Financial Services – 23 East Elm Ave Quincy, MA 02170 <u>Phone</u>: (617) 745-3712

Student Full Name	Stude	ent ID Number	Student Date of Birth
Student Address (include	Apt., city, state and zip code)		
Student Foreil	Charlest Dhara Nambar	Parat Farail (Phara (P	
Student E-mail Step 1: Family Size	Student Phone Number	Parent E-mail/Phone (Depende	ent Students only)

Use the table to determine who to include, then complete the chart.

Dependent Student	Independent Student	
Yourself	Yourself	
Your parent and their spouse/partner even if you do not	Your spouse, if applicable	
live with your parent(s) (exclude a separated/divorced	 Your child(ren) if the following are true: 	
parent not living in the household)	o They live with you	
Your parent(s) other child(ren) if the following are true: They live with your parent(s) or live apart	 They receive more than half of their financial support from you 	
because of college enrollment	 They will continue to receive more than half of 	
 They receive more than half of their financial support from your parent(s) 	their financial support from you through June 30 2025	
 They will continue to receive more than half of 	Other persons if the following are true:	
their financial support from your parent(s)	 They live with you 	
through June 30, 2025	 They receive more than half of their financial 	
Other persons if the following are true:	support from you	
 They live with your parent(s) or live apart 	 They will continue to receive more than half of 	
because of college enrollment	their financial support from you through June 30	
 They receive more than half of their financial 	2025	
support from your parent(s)		
 They will continue to receive more than half of 	**Note: Independent Students do not need to complete	
their financial support from your parent(s)	Step 2b: Parent Tax and Income Information and do not	
through June 30, 2025	need a parent signature to complete this form.**	

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

Name	Age	Relationship to Student	Name of college
		Student/Self	Eastern Nazarene College

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

CHECK ONE

- O I used the IRS Direct Data Exchange to transfer 2022 Federal Tax Return information into my FAFSA.
- O I am attaching a copy of my 2022 Federal Tax Return Transcript.1
- O I am attaching a signed copy of my 2022 Form 1040 Federal Tax Return and all applicable schedules (1,2,3 and C).
- O 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.*
- O 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.

IRS W-2 provided?	2022 Earnings:
Yes	\$1,200
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Step 2b: PARENT Tax Filing Status - Calendar Year 2022: Check one & provide necessary information

CHECK ONE

- O I used the IRS Direct Data Exchange to transfer 2022 Federal Tax Return information into my FAFSA.
- O I am attaching a copy of my 2022 Federal Tax Return Transcript.1 (Please include student's name on tax documents/submission)
- O 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)
- O I was not required to file a 2022 Federal Tax Return. I have attached a signed statement verifying my non-filing status.*
- O 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 informa	ation on this form, you may b	ne fined, be sent to prison, or both.
Print Student's Name	Student ID Number	Please use the
Student Signature (Required)	 Date	"draw" function at the top of the screen to sign.
Parent Signature (Required for Dependent Students Only)	 Date	

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"