



2024-2025 Verification Worksheet

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm information you and/or your parents reported on your FAFSA. Your FAFSA, the information on this worksheet and any other required documents will be compared. If there are differences, corrections may be required. You may be asked for additional information. Try to complete verification as soon as possible, so that your financial aid won't be delayed. **Talk to your financial aid administrator if you have questions about completing this worksheet.**

What you should do:

1. Collect your (and your spouse's or parents') financial documents (**signed Tax Return or IRS Tax Return Transcript, W-2's**, etc.). To obtain a 2022 IRS Tax Return Transcript, visit www.irs.gov and click on "Get Your Tax Record" link, or call 1-800-908-9946 to request an IRS Tax Return Transcript by Mail.
2. **Complete the sections below and sign the worksheet** - (and your parent if appropriate).
3. **Take the completed worksheet, tax forms, and any other documents to LCU Financial Assistance.**

A. Student Information

_____	_____	_____	_____
<i>Last Name</i>	<i>First Name</i>	<i>M.I.</i>	<i>Social Security Number</i>
_____			_____
<i>Address (include apt. #)</i>			<i>Date of birth</i>
_____	_____	_____	_____
<i>City</i>	<i>State</i>	<i>Zip Code</i>	<i>Phone Number (include area code)</i>

B. Family Information

Independent Students: List the people in your household. Include: **yourself**, and **if married, your spouse** and **your children**, if you will provide more than half of their support from July 1, 2024 through June 30, 2025 and **other people** if they now live with you, and you will provide more than half of their support and will continue to provide more than half of their support through June 30, 2025.

Dependent Students: List the people in your parent(s) household. Include: **yourself**, your **parent(s)** (include stepparent) even if you don't live with the parents, your parent(s) **other children**, even if they don't live with your parents(s), but your parent(s) will provide more than half of their support from July 1, 2024 through June 30, 2025, OR if the children would be required to provide parental information when completing a FAFSA for 2024-2025, and **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.

List the names of **all** household members; be sure to include **yourself**. If you need more space, attach a separate page. **Note: Family size aligns with whom can be claimed as a dependent on a U.S. tax return. Unborn children should not be included in the family size.*

Full Name	Age	Relationship
<i>Example: Martha Jones</i>	<i>24</i>	<i>Wife</i>
		Self

C. Tax Forms and Income Information

1. Check the appropriate statement below and provide the requested information and documents.

- If the student, student's spouse or student's parent filed or will file a 2022 IRS income tax return(s). As part of federal student aid eligibility, students, student's spouse or student's parents, will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if attempting to obtain and use such data is ineffective. In other words, if the student, student's spouse or student's parents filed individual returns, all must provide consent and approval to share and import income and tax information from the IRS. In most cases, no further documentation is needed to verify 2022 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.
- If 2022 income tax return information for the student, student's spouse, or student's parents was not available or could not be used, the student should provide the institution with a 2022 IRS Tax Return Transcript(s) or a signed 2022 income tax return and applicable schedules. To request a copy of your 2022 Tax Transcript, you may call the IRS at 1-800-908-9946 or at www.irs.gov click on "Get Your Tax Record".

Employer's Name	Student	Parent(s)	Spouse (if married)	IRS W-2 or an Equivalent Document Provided?
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	

2. Verification of Non-Filing:

A. Complete this section if you, your spouse or your parents will not file a 2022 tax return and are not required to file a tax return with the IRS.

_____ The student and/or spouse were not employed, and neither had income earned from work in 2022.

_____ The student and/or spouse were employed in 2022 and have listed the names of all employers, the amount earned from each employer in 2022 above. (*Please provide copies of all 2022 IRS W-2 forms issued to the student and/or spouse by their employers.*) List every employer even if the employer did not issue an IRS W-2 form.

_____ Neither parent was employed, and neither had income earned from work in 2022.

_____ One or both parents were employed in 2022 and have listed the names of all employers, the amount earned from each employer in 2022 above. (*Please provide copies of all 2022 IRS W-2 forms issued to the parents by their employers.*) List every employer even if the employer did not issue an IRS W-2 form.

B. Provide the Verification of Non-Filing (VNF) Letter from the IRS or other relevant tax authority dated on or after October 1, 2023 that indicates a 2022 IRS income tax return was not filed with the IRS or other relevant tax authority, or a signed statement certifying that the individual attempted to obtain confirmation of non-filing from the IRS or other relevant tax authority and was unable to obtain the required documentation.

_____ Check here if confirmation of non-filing or a signed statement is provided.

_____ Check here if confirmation of non-filing or a signed statement will be provided later.

The Verification of Non-Filing Letter is required for the student, their spouse or parents who did not file a tax return and is not required to file a return with the IRS.

D. Sign this Worksheet

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

_____ Date _____
Student's Signature

_____ Date _____
Parent's Signature (Dependent Students Only)

Please don't forget to sign the 2022 tax return or tax transcript and include all W-2 forms.

Return to: Financial Assistance, Lubbock Christian University, 5601 19th Street, Lubbock, TX 79407