



### 2024-2025 FEDERAL VERIFICATION WORKSHEET

PLEASE COMPLETE ALL STEPS. DO NOT LEAVE ANY BLANKS.

#### STEP 1 – STUDENT INFORMATION

<i>Last Name</i>	<i>Full Legal First Name</i>	<i>Last four digits of Social Security Number (xxx-xx-1234)</i>	<i>Student ID Number</i>
<i>Permanent Address</i>	<i>Street &amp; Number</i>	<i>City/State/Zip</i>	<i>Date of Birth</i>
<i>Cell Phone Number (Include Area Code)</i>	<i>Home Phone Number (Include Area Code)</i>	<i>Email Address</i>	

#### STEP 2 – FAMILY INFORMATION - List all members in your household that meet the criteria outlined below:

- **Yourself**
- **Your spouse** (if you are married)
- **Your children**, if you will provide more than half of their support from **July 1, 2024 through June 30, 2025**
- **Foster children** (if the child is not receiving more than 50% of their support from the foster care system, state, or other entity.)
- **Do not include:** children for whom you or your spouse pay child support unless child resides in the same household and you or your spouse is providing more than half of their support from **July 1, 2024 through June 30, 2025**.
- Other people, only if they live in your household and you provide more than half of their support and will continue to do so from **July 1, 2024 through June 30, 2025**

Full Name	Age	Relationship	Name of College (If at least half-time for 2024-2025)	Indicate Whether an Undergraduate or Graduate Student
		Self	Widener University	

#### STEP 3 – **STUDENT** 2022 TAX TRANSCRIPT & INCOME INFORMATION

Student's filing status for 2022:

- Single (student and spouse married after 2022)
- Married Filing Joint
- Married Filing Separately
- Head of Household

(Continued on next page)

**Did you or are you required to file a 2022 Income Tax Return? You must check YES or NO.**

- YES** I filed or will file a 2022 IRS income tax return. (As part of federal student aid eligibility, students will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form (even if the attempt to obtain or use such data is ineffective.) If student 2022 tax information does not populate after consent, submit a copy of student's signed 2022 1040 form **OR** obtain student 2022 tax transcript\* directly from the **IRS**.
- NO** I did not file **AND** I am not required to file a **2022 INCOME TAX RETURN WITH THE IRS – complete the table below and continue to Step 4.**
- NO** I had 2022 foreign earned income only and was not required to file a foreign tax return. **You must provide a Letter of Non-Filing from the applicable foreign tax authority. Complete the table below and continue to Step 4**

Enter zeros if you did not have 2022 income. Do not leave blank.

Student's 2022 Income Earned from Work	
Source of Income	Amount Earned in 2022
<b>TOTAL</b>	

**\*NOTE: To request a Tax Return Transcript or a Wage and Income Statement, go to <https://www.irs.gov/>. Please be advised that it may take a minimum of three weeks for the IRS to mail these documents to you. Student ID number must be on ALL documents.**

**STEP 4 – STUDENT SPOUSE 2022 TAX TRANSCRIPT & INCOME INFORMATION**

As part of federal student aid eligibility, spouses (as appropriate), will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective.

**Was the student's spouse required to file a 2022 Income Tax Return? You must check N/A, yes or no.**

- N/A** I am an Independent and unmarried student – **continue to Step 5.**
- NO** MY SPOUSE DID NOT AND WAS NOT REQUIRED TO FILE A 2022 INCOME TAX RETURN WITH THE IRS – **Complete table below and Continue to Step 5.**
- NO** My spouse had 2022 foreign earned income only and was not required to file a foreign tax return. **You must provide a Letter of Non-Filing from the applicable foreign tax authority. Complete the table below and continue to Step 5.**
- YES** My spouse filed or will file a 2022 Tax Return and consented to the import of income and tax information. **Complete the table below and continue to Step 5.**

**Spouse's filing status for 2022**

- Single (student and spouse married after 2022)\***
- Married Filing Joint**
- Married Filing Separately\***
- Head of Household\***

\*If you did **not** file jointly, submit a copy of spouse's signed 2022 1040 form **OR** obtain your spouse's tax transcript directly from the IRS – **Complete table below and Continue to Step 5.**

**\*NOTE:** To request official transcripts go to <https://www.irs.gov/>.

Enter zeros if your spouse did not have 2022 income. Do not leave blank.

Spouse's 2022 Income Earned from Work	
Source of Income	Amount Earned in 2022
<b>TOTAL</b>	

Your spouse **must** submit Wage and Income Transcripts if they had earnings from work in 2022.

**NOTE: To request a Tax Return Transcript or a Wage and Income Transcript go to <https://www.irs.gov/>. Please be advised that it may take a minimum of three weeks for the IRS to mail these documents to you. Student ID number must be on ALL documents.**

**STEP 5 – CERTIFICATION: Each person signing this worksheet certifies the information reported is complete and correct.**

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Student Name (Please Print) \_\_\_\_\_

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Student Spouse Signature (required) \_\_\_\_\_ Date \_\_\_\_\_ Spouse Name (Please Print) \_\_\_\_\_