



2024-2025 FEDERAL VERIFICATION WORKSHEET

In order to safeguard your personal information and comply with federal regulations, we have implemented Financial Aid Self-Service as a secure upload site. Please submit all documents through the student's Financial Aid Self-Service site found here: <https://d.widener.edu/Student/FinancialAid/Home>.

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 & 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:

If you are a **dependent student**, include:

- **Yourself**
- **Your biological or legal parents**, even if unmarried, **and step-parent that reside in your household**. Do not include parents who do not live in your household due to divorce or separation.
- **Your parents' and/or step-parent's other dependent children**, if your parents and/or step-parent will provide more than half of their support from **July 1, 2024 through June 30, 2025**.
- Other people, only if they now live in your parents' household and your parents 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 your parents and/or step-parent pay child support unless child resides in the same household and parent is providing more than half of their support from July 1, 2024 through June 30, 2025.**

If you are an **independent student**, include:

- **Yourself**
- **Your children**, if you will provide 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**
- **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 pay child support unless child resides in the same household and you are providing more than half of their support 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

Did you or were 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. **Complete the table below and continue to Step 4.**
- 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
TOTAL	

***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 – PARENT 2022 TAX TRANSCRIPT & INCOME INFORMATION

Was the parent required to file a 2022 Income Tax Return? You must check N/A, yes or no.

As part of federal student aid eligibility, parents 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 you have not done so already, consent and approve the import of IRS data to the student’s FAFSA.

- N/A** I am an Independent student. **Continue to Step 5**
- YES** **My parent(s) filed or will file a 2022 Tax Return – IRS information was successfully imported to the FAFSA. Complete the table below and continue to Step 5**
- YES** **My parent(s) filed or will file a 2022 Tax Return – IRS information was unsuccessfully imported to the FAFSA**
If import is unsuccessful, submit a copy of parent’s signed 2022 1040 form(s) **OR** submit parent’s 2022 tax transcript(s) obtained directly from the IRS. **Complete the table below and continue to Step 5**
- NO** **The parent(s) did not and was not required to file a 2022 Income Tax Return.**
Your parent(s) must submit a 2022 Wage and Income Transcript if parent(s) had income in 2022 and **Complete the table below and continue to Step 5.**
- 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 5**

**Two separate 2022 Wage and Income Transcript are required if two non-filer parents are listed on the FAFSA.*

Enter zeros if your parent(s) did not have 2022 income. Do not leave blank.

Parent(s) 2022 Income Earned from Work	
Source of Income	Amount Earned in 2022
TOTAL	

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.

Student Signature _____ Date _____ Student Name (Please Print) _____

Parent Signature (IF student is dependent) _____ Date _____ Parent Name (Please Print) _____