

## 2024–2025 Dependent Verification Worksheet (V5)

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. If there are differences, your FAFSA information may be corrected. **We may ask for additional information and will contact you through your student email.**

**Be sure to complete ALL sections of this form. Any delay in submitting this form in its entirety, along with all required documents will delay having financial aid disbursed. You must complete and sign this worksheet, attach any required documents, and submit to the financial aid office at Pierce College.**

### A. Student’s Information

\_\_\_\_\_ Student ID #: \_\_\_\_\_  
Last Name First Name

Office Use Only:  
Date Form Received: \_\_\_/\_\_\_/\_\_\_  
Current ISIR # \_\_\_ FA Initials: \_\_\_

### B. Parent’s Household Information

List below the people in your parent(s)’ household. Be sure to include:

- You and your parent(s) (include stepparent) even if you don’t live with your parent(s).
- Your parent(s)’ other children if your parent(s) will provide more than half of their support from July 1, 2024, through June 30, 2025, or if the other children would be required to provide parental information if they were completing a FAFSA (Free Application for Federal Student Aid) for 2024–2025. Include children who meet either of these standards, even if they do not live with your parent(s).
- 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.

Include the name of the college for any household member (excluding your parent(s)) who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2024, and June 30, 2025.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Marty Jones(example)</i>	<i>21</i>	<i>Brother</i>	<i>Pierce College</i>	<i>Yes</i>
		<i>Self</i>		

**C. Student's Income Information**

Check only ONE box below that applies. Please read all options carefully before making your selection:

- I have attached my 2022 Tax Return Transcript (See instructions below), or, a **signed** copy of my 2022 income tax return 1040
- I have successfully used the FAFSA's IRS (Internal Revenue Service) Data Retrieval Tool to load and submit my income information onto the FAFSA.
- I was not employed and had no income earned from work in 2022.
- I was employed in 2022 but will not and am not required to file a 2022 income tax return with the IRS.

List below the names of ALL the student's (and spouse's –if applicable) employers and the amount earned from each employer in 2021. Attach copies of all 2021 IRS W-2 forms issued to the student (and spouse –if applicable).

Employer's Name	2021 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Shop (example)</i>	<i>\$2000</i>	____ Yes ____ No
		____ Yes ____ No
		____ Yes ____ No
		____ Yes ____ No

- I filed an Amended IRS Income Tax Return, **or** I was granted a Filing Extension by the IRS **or** I was a victim of IRS Identity Theft, **or** I filed a Non-IRS Income Tax Return. *I will contact the Financial Aid Office for detailed instructions on how to complete verification.*

**How to request a copy of your 2022 Tax Return Transcript from the IRS**

1. Go to [www.irs.gov](http://www.irs.gov)
2. Select "Get Transcript by Mail" or "Get Transcript Online" (if you filed your taxes separately, you may need to provide information for the person listed first on your taxes)
3. Provide the primary taxpayer's Social Security Number, Date of Birth, Street Address, and Zip or Postal Code
4. Select "Tax Return Transcript" under Type of Transcript
5. Select the appropriate tax year  
\*To order a Tax Return/Transcript by phone: (800) 908-9946
6. Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or**

**D. Parent Income Information**

- Parent(s) have attached my 2022 Tax Return Transcript (See instructions below), or a **signed** copy of my 2022 income tax return
- Parent(s) have successfully used the FAFSA's IRS Data Retrieval Tool to load and submit my income information onto the

FAFSA.

- Parent(s) were not employed and had no income earned from work in 2021
- Parent(s) were employed in 2022 but will not and am not required to file a 2022 income tax return with the IRS. I will submit a "Verification of Nonfiling Letter" to the Financial Aid Office.
  - Please submit the 4506-T form to the IRS To receive the Verification of Nonfiling Letter.  
<https://www.irs.gov/pub/irs-pdf/f4506t.pdf> - you will want to check box 7.

**List below the names of ALL the parent’s (and spouse’s –if applicable) employers and the amount earned from each employer in 2021. Attach copies of all 2021 IRS W-2 forms issued to the parent(s).**

Employer’s Name	2021 Amount Earned	IRS W-2 Attached?
<i>Suzy’s Auto Shop (example)</i>	<i>\$2000</i>	____ Yes ____ No
		____ Yes ____ No
		____ Yes ____ No
		____ Yes ____ No

- Parent(s) filed an Amended IRS Income Tax Return or was granted a Filing Extension by the IRS or was a victim(s) of IRS Identity Theft or filed a Non-IRS Income Tax Return. *I will contact the Financial Aid Office for detailed instructions on how to complete verification.*

**How to request a copy of your 2022 Tax Return Transcript from the IRS**

1. Go to [www.irs.gov](http://www.irs.gov)
2. Select "Get Transcript by Mail" or "Get Transcript Online" (if you filed your taxes separately, you may need to provide information for the person listed first on your taxes)
3. Provide the primary taxpayer’s Social Security Number, Date of Birth, Street Address, and Zip or Postal Code
4. Select "Tax Return Transcript" under Type of Transcript
5. Select the appropriate tax year
  - \*To order a Tax Return/Transcript by phone: (800) 908-9946
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**E. Identity and Statement of Educational Purpose**

The student must appear **in person** at the Financial Aid Office at Pierce to verify his or her identity (or **in person** before a certified notary public, if applicable) by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to a driver’s license, other state-issued ID, or passport.

The Financial Aid Office at Pierce College will maintain a copy of the student’s photo ID that is annotated with the date it was received and the name of the official authorized to collect the student’s ID.

In addition, the student must sign the following statement **in the presence of the institutional official**

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Pierce College for 2024-2025.

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Student ID

\_\_\_\_\_  
 Date

The attached government issued ID \_\_\_\_\_ was copied from the original and  
(Type of government-issued photo ID provided)

The signing of the Statement of Educational Purpose was witnessed on the date listed below.

\_\_\_\_\_  
 Financial Aid Staff Member Printed Name

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Financial Aid Staff Member Signature

\_\_\_\_\_  
 Date

**If the student is unable to appear in person** at the Financial Aid Office at Pierce College to verify his or her identity, the student must provide:

- A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as but not limited to: a driver's license, other state-issued ID, or passport; and
- The original notarized Statement of Educational Purpose (statement completed above and notarized below).

Notary's Certificate of Acknowledgement

State of \_\_\_\_\_ City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_, personally  
Date Notary's name

appeared, \_\_\_\_\_, and proved to me on basis of satisfactory evidence  
Printed name of signer

of identification \_\_\_\_\_ to be the above-named person who signed  
 the \_\_\_\_\_  
Type of government-issued photo ID provided

foregoing instrument.

WITNESS my hand and official seal

\_\_\_\_\_  
 Notary signature

My commission expires on ☐

\_\_\_\_\_  
 Date



**F. Certification and Signature**

By signing this worksheet, I/we certify that all of the information reported is complete and correct. I/We also acknowledge that I/we have read and agree to comply with all verification policies as stated by Pierce College. **Failure to submit information in a timely fashion may result in the application being filed as inactive** with no further consideration and no federal aid for the academic year. Student and parent must sign:

\_\_\_\_\_

Print Student's Name

Date

\_\_\_\_\_

Print Parent's Name

Date

\_\_\_\_\_

Student's Signature

Date

\_\_\_\_\_

Parent's Signature

Date

**Did you remember to:**

- Complete and sign this worksheet**
- Submit this form and other required documents to the Financial Aid Office at Pierce College**

Office Use Only:  
FA Initials \_\_\_\_\_ Student Signature \_\_\_\_\_ Parent Signature \_\_\_\_\_