



Student Name

PC ID

2024-2025 Dependent Verification Worksheet (V1)

The 2024-2025 Free Application for Federal Student Aid (FAFSA) uses 2022 federal tax return financial information. The Department of Education randomly selects FAFSAs for a process called “Verification”. This does not mean you completed the FAFSA incorrectly, but the Office of Financial Aid is required to verify accurate information.

STUDENTS: By signing this form, you agree to the following terms. Please initial to acknowledge your agreement:

1. _____ I give permission to the Financial Aid Office at Presbyterian College permission to update the information on my FAFSA.
2. _____ I understand financial aid could be adjusted pending the results.
3. _____ I understand that I need to follow all deadlines for enrollment while this form is being processed. This includes but is not limited to paying the balance on my invoice.
4. _____ I understand this form will not be processed until all signatures are submitted and all supporting documentation has been received.

The best person to contact in regards to this form is:

Name

Phone or Email

Student Information

Student First Name

Student Last Name

PC ID

Family Size Information

In the chart on page 2, include the following:

- Yourself (the student).
- Your parent(s)/step-parent(s) (do not include non-custodial parent).
- Your parents’ dependent children if they live with parent or live apart due to a period of temporary absence (e.g., college enrollment) and parent provides and will continue to provide more than half their support between July 1 and June 30 of FAFSA award year.
- Other people if they now live with your parents/step-parents, and your parents/step-parents provide more than half of their support and will continue to provide more than half of their support from July 1 and June 30 of FAFSA award year.



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Family Size Information Continued...

Full Name of Family Member	Relationship to Student	Age
	Self	

Student Tax Filing Status

Important Note: The instructions below apply to the student.

Complete this section if the **student** filed or will file a 2022 IRS income tax return(s). The best way to verify income is by providing consent to have your Federal Tax Information (FTI) transferred via Direct Data Exchange (DDX) that is part of FAFSA on the Web at FAFSA.gov.

_____ The **student** provided consent on the FAFSA to transfer 2022 Federal Tax Information (FTI) through Direct Data Exchange.

_____ The **student** is unable to use the Direct Data Exchange and will provide the institution with a 2022 IRS Tax Return Transcript(s) (instructions on page 5) or a signed copy of the 2022 income tax return and Schedules 1, 2, 3, C and/or F, if filed.

Complete this section if the **student** will not file and is not required to file a 2022 income tax return with the IRS.

_____ The **student** was not employed and had no income earned from work in 2022.

_____ The **student** was employed in 2022 and have listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form or an equivalent document is provided. List every employer even if the employer did not issue an IRS W-2 form.



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Submit copies of ALL 2022 IRS W-2 forms issued to the student and/or spouse by their employers.

Employer's Name	IRS W-2 or an Equivalent Document provided?	Annual Amount Earned in 2022
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500</i>
Total Amount of Income Earned From Work		\$

Student Non-filers must: Provide documentation 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. **See page 5 for instructions to obtain a free letter of non-filing from the IRS.**

_____ 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.

Parent Tax Filing Status

Important Note: The instructions below apply to each parent included in the household above. Notify the financial aid office if the parents filed separate IRS income tax returns for 2022 or had a change in marital status after December 31, 2022.

Complete this section if the **parents filed or will file a 2022 IRS income tax return(s)**. The best way to verify income is by providing consent to have your Federal Tax Information (FTI) transferred via Direct Data Exchange (DDX) that is part of FAFSA on the Web at FAFSA.gov.

_____ The **parents** provided consent on the FAFSA to transfer 2022 Federal Tax Information (FTI) through Direct Data Exchange.

_____ The **parents are unable** to use the Direct Data Exchange and will provide the institution with a 2022 IRS Tax Return Transcript(s) (instructions on page 5) or a signed copy of the 2022 income tax return and Schedules 1, 2, 3, C and/or F, if filed.



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Complete this section if the **parents will not file and are not required to file a 2022** income tax return with the IRS.

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

_____ One or both **parents** were employed in 2022 and have listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form or an equivalent document is provided. List every employer even if the employer did not issue an IRS W-2 form.

Submit copies of ALL 2022 IRS W-2 forms issued to the student and/or spouse by their employers.

Employer's Name	IRS W-2 or an Equivalent Document provided?	Annual Amount Earned in 2022
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500</i>
Total Amount of Income Earned From Work		\$

Parent Non-filers must: Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2022 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. **See page 5 for instructions to obtain a free letter of non-filing from the IRS.**

_____ 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.

Certifications and Signatures

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 information, you may be fined, sent to prison, or both.

Student Signature and Date

Parent Signature and Date



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Ordering a Free 2022 IRS Tax Return Transcript

- **Get Transcript by Mail** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and NOT the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript Online** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and NOT the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **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. If the student and spouse filed separate 2022 IRS income tax returns, the IRS DRT cannot be used and the 2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules must be provided for each.

_____ Check here if a 2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules is provided.

_____ Check here if a 2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules will be provided later.

Obtaining a Letter of Non-filing – Use the above instructions to request a 2022 Tax Return Transcript. If you did not file federal taxes for 2022, you will get a "Letter of Non-filing" from the IRS.

Please MAIL this worksheet and all related documents to:

Presbyterian College
ATTN: Office of Financial Aid
503 S. Broad Street
Clinton, SC 29325