



# VERIFICATION WORKSHEET 2024-2025

## Federal Student Aid Programs-REQUIRED INFORMATION

### Dependent Students

You have been selected for a process called Verification. Verification requires you to submit signed copies of financial and other documents to the Financial Aid Office at Mount Saint Mary's University. **Please complete all sections of this form.** If you have any questions for us regarding the process, please contact us as soon as possible to avoid any delay in the processing of your aid.

#### SECTION A: STUDENT INFORMATION

Last name	First name	M.I.	
Street Address	City	State	Zip
MSM ID Number	Date of Birth		
Student Cell number	Parent Cell number		

#### SECTION B: FAMILY SIZE INFORMATION

List the people whom you will support between July 1, 2024, and June 30, 2025.

Family Size – Includes the following:

- The student
- The student's parents, even if the student is not living with them. Exclude a parent who has died or is not living in the household because of separation or divorce. Include a parent who is on active duty in the U.S. Armed Forces apart from the family.
- The student's siblings if the following are true:
  - ❖ They live with the student's parents (or live apart due to college enrollment),
  - ❖ They receive more than half of their support from the student's parents, and
  - ❖ They will continue to receive more than half their support from the student's parents during the award year.
- Other persons if the following are true:
  - ❖ They live with the student's parents,
  - ❖ They receive more than half of their support from the student's parents, and
  - ❖ They will continue to receive more than half of their support from the student's parents during the award year.

Name	Age	Relationship to Student
1.		Self
2.		
3.		
4.		
5.		
6.		
7.		
8.		

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

*Continued on the back*

## SECTION C: INCOME INFORMATION

Please complete **BOTH** sections

### Parent- Please complete this section, we are required to obtain one of the following:

**Tax Filer:**

- Attach a Federal 2022 Tax Return Transcript from the IRS (see instructions below) or attach a signed copy of your 2022 Federal Tax Return with ALL schedules.

OR

**Non-Tax Filer:**

- Please check here if you have not and are not required to file 2022 Federal Taxes **AND**
- Attach a verification of non-filing for 2022 from the IRS for the parent(s) listed on the FAFSA. This is a federal requirement for parents who are non-tax filers **AND**
- List all sources of 2022 income below, the amount received, and provide a W2 form for each source of employment (attach a separate sheet if needed):

Source of Income	Amount earned in 2022	W2 Attached:
	\$	
	\$	
	\$	

### Student- Please complete this section, we are required to obtain one of the following:

**Tax Filer:**

- Attach a Federal 2022 Tax Return Transcript from the IRS (see instructions below) or attach a signed copy of your 2022 Federal Tax Return with ALL schedules.

OR

**Non-Tax Filer:**

- Please check here if you, the student was not employed in 2022 and had no income earned from work in 2022.
- Please check here if the student was employed in 2022 and has listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS w-2 form or wage and income statement from the IRS was issued and has been provided. List every employer even if the employer did not issue an IRS W-2 form. (attach a separate sheet if needed):

Source of Income	Amount earned in 2022	W2 Attached:
	\$	
	\$	
	\$	

**Tax Return Transcript/Verification of Nonfiling instructions:**

There are multiple ways to obtain a 2022 Tax Return Transcript or Verification of Non-filing from the IRS. Visit the IRS at the following website to get instructions on how to obtain this online, by phone, or by mail: <https://www.irs.gov/individuals/get-transcript>

## SECTION D: SIGNATURES

You and your parents must sign this worksheet. By signing, you are certifying that all of the information reported to qualify for Federal student aid is complete and accurate. **WARNING:** If you purposely give false or misleading information, you may be fined, sent to prison, or both.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother's Signature

\_\_\_\_\_  
Date