



VERIFICATION WORKSHEET 2024-25

Federal Student Aid Programs-REQUIRED INFORMATION Independent 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		
_____	_____		
Cell number	Home number (if applicable)		
_____	_____		

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 spouse if applicable,
- The student's dependent children if the following are true:
 - ❖ They live with the student (or live apart due to college enrollment),
 - ❖ They receive more than half of their support from the student; and
 - ❖ They will continue to receive more than half their support from the student during the award year.
- Other persons if the following are true:
 - ❖ They live with the student,
 - ❖ They receive more than half of their support from the student, and
 - ❖ They will continue to receive more than half of their support from the student 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.

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SECTION C: INCOME INFORMATION
 (Complete the section that applies to you below)

Tax Filer: If you (and your spouse) filed 2022 Federal Taxes, please complete this section. We are required to obtain the following:

- 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.

Non-Tax Filer: If you (and your spouse) were not required to file a 2022 Federal Tax Return, please complete this section:

- Please check here if you, the student, and your spouse were not employed and had no income earned from work in 2022.

OR

- The student and/or spouse 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 a wage and income statement from the IRS is provided. (Provide copies of all 2022 IRS W-2 forms issued to the student and spouse by their employers). List every employer even if the employer did not issue a W-2. If more space is needed, please list the information on a separate piece of paper and attach it to this document with the students name and ID number.

Source of Income	Amount	W2 Attached:
	\$	
	\$	
	\$	
	\$	
	\$	

AND

- Attach a verification of non-filing for 2022 from the IRS for both you and your spouse. This is a federal requirement for Independent Students (see instructions below).

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 website below 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 spouse 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

 Spouse's Signature Date