

2024-2025 Dependent Verification

Your 2024–2025 Free Application for Federal Student Aid (FAFSA) has been selected for a process called verification. Federal law requires that an institution verify certain information that has been listed within the FAFSA before federal aid can be disbursed. To complete the federal verification process, the financial aid office will compare the information that has been listed on your FAFSA to the information listed on this worksheet along with other documents submitted. If there are differences, your FAFSA information will need to be corrected.

A. Student Information

Print: Last Name, First Name, M. I.

CofC ID Number

B. Family Information

List the people in your household, including:

- ◆ Yourself and your parent (“parent” refers to the parent that you lived with more during the 12 months prior to the date the FAFSA was filed and, if applicable, the person to whom that parent is legally married).
- ◆ Your parents’ other children if your parents will provide more than half their financial support between July 1, 2024 and June 30, 2025.
- ◆ Other people if they now live with your parents and your parents provide more than half of their financial support and will continue to provide more than half their support between July 1, 2024 and June 30, 2025.
- ◆ For clarification on who should be included in the household visit <http://www.finaid.org/educators/pj/householdsize.phtml>.

Full Name	Date of Birth	Relationship
		Self (student)

C. Student Tax Forms and Income Information

Check only one	Filing status for 2022	Must submit the following
	I filed a 2022 Federal Income Tax Return	<ul style="list-style-type: none"> ◆ Use the IRS Data Retrieval Tool within FAFSA on the web OR ◆ Copy of your 2022 IRS Tax Return Transcript OR ◆ Signed and dated copy of your 2022 1040 including applicable schedules and W2(s)
	I worked and/or had taxable income for 2022 and I am NOT REQUIRED to file and will not file	Complete Student Non-Tax Filer form (see page 2 for instructions).
	I did not work or earn any taxed income for 2022 and I am not REQUIRED to file and will not file	Nothing required
	I corrected my 2022 Federal Income Tax Return using an Amended Return (Form 1040X).	<ul style="list-style-type: none"> ◆ Submit a signed copy of the Form 1040X filed with the IRS and W2(s) ◆ Submit a 2022 IRS Tax Return Transcript (see page 2 for instructions).

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Print: Last Name, First Name, M. I. CofC ID Number

D. Parent(s)' Tax Forms and Income information

Check only one	Parent(s)' Filing status for 2022	Must submit the following
	Parent(s)' filed a 2022 Federal Income Tax Return	<ul style="list-style-type: none">◆ Use the IRS Data Retrieval Tool within FAFSA on the web OR◆ Copy of your 2022 IRS Tax Return Transcript OR◆ Signed and dated copy of your 2022 1040 including applicable schedules and W2(s)
	Parent(s)' worked and/or had taxable income for 2022 but is NOT REQUIRED to file and will not file	Complete Parent Non-Tax Filer form PNF24 (see below for instructions), W2(s) and IRS Non-filer letter if available
	Parent(s)' did not work or earn any taxed income for 2022 and is not REQUIRED to file and will not file	IRS Non-Filer Letter OR PNF24 if IRS Non-Filer Letter not available or cannot be retrieved
	Parent(s)' corrected their 2022 Federal Income Tax Return using an Amended Return (Form 1040X).	<ul style="list-style-type: none">◆ Submit a signed copy of the Form 1040X filed with the IRS and W2(s)◆ Submit a 2022 IRS Tax Return Transcript (see page 2 for instructions).

Detailed Instructions and Explanations: 2024-2025 FAFSA Verification Worksheet

1. The best way to verify income is by using the IRS Data Retrieval Tool option within your FAFSA.
2. If you cannot use the IRS Data Retrieval Tool, you may obtain a Tax Return Transcript using these methods: On-line or by mail at www.irs.gov/Individuals/get-transcript or order by phone: **1-800-908-9946**. Please note the IRS TAX RETURN TRANSCRIPT is the ONLY document that we can accept to verify tax return data.
3. If you DID NOT FILE a tax return: Please provide our office with a Verification of Non-Filing Letter from the IRS for those that did not file a 2022 IRS tax return. Request this letter by contacting the IRS at <https://www.irs.gov/individuals/get-transcript>. Also complete the Student Non-Tax Filer form found on Financial Aid downloads form page @ <https://charleston.edu/cost-aid/financial-aid-forms/index.php>
4. If you worked AND /OR had taxable income but did not file and are NOT REQUIRED TO FILE: Complete the Student Non-Filer form SNF25, W2(s) and submit with documentation and IRS Verification of Non-Filer letter if available.
5. If you intend to email or fax your documents, to meet our security protocols, please mark out all but the last 4 of your social security number from all documents. **Always include student name and CofC ID number on documents submitted.**

E. Sign this worksheet

By signing this worksheet, we certify that all the information reported on this worksheet is complete and correct.

Student Note: **Electronic signatures are NOT acceptable.** Date

Parent Note: **Electronic signatures are NOT acceptable.** Date

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

Sign and date this worksheet and all required documents. You may submit the worksheet along with all required forms to:

Office of Financial Assistance and Veteran Affairs
66 George Street Charleston, SC 29424
P:843.953.5540 F:843.953.7192
financialaid@cofc.edu