

**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 [Parent Family Size \(2024–25\)](#) | [Federal Student Aid](#).

Full Name	Date of Birth	Relationship
		<b>Self (student)</b>

**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"> <li>◆ Use the IRS Data Retrieval Tool within FAFSA on the web OR</li> <li>◆ Copy of your 2022 IRS Tax Return Transcript OR</li> <li>◆ Signed and dated copy of your 2022 1040 including applicable schedules.</li> </ul>
	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) and provide copy of 2022 W2(s)
	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"> <li>◆ Submit a signed copy of the Form 1040X filed with the IRS</li> <li>◆ Submit a 2022 IRS Tax Return Transcript (see page 2 for instructions).</li> </ul>

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

	Parent(s)' Filing status for 2022	<b>Must submit the following: If married you should provide information and documentation for parent and stepparent, even if they were not married during the 2022 tax year.</b>
	Parent(s)' filed a 2022 Federal Income Tax Return	<ul style="list-style-type: none"> <li>◆ Use the IRS Data Retrieval Tool within FAFSA on the web OR</li> <li>◆ Copy of your 2022 IRS Tax Return Transcript OR</li> <li>◆ Signed and dated copy of your 2022 1040 including applicable schedules and W2(s)</li> </ul>
	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) and IRS Non-filer letter <b>if available</b>
	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 PNF25 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"> <li>◆ Submit a signed copy of the Form 1040X filed with the IRS</li> <li>◆ Submit a 2022 IRS Tax Return Transcript (see page 2 for instructions).</li> </ul>

**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](http://www.irs.gov/Individuals/get-transcript). 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 SNF24 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. Documentation of Identity/Statement of Educational Purpose**

In order to complete the Verification process, you will need to appear in person at your postsecondary institution and present your government issued ID (such as a driver’s license, passport, etc.) and this verification worksheet to an institutionally authorized financial aid administrator. Your financial aid administrator will need to validate the statement below at the time of submission by maintaining a copy of your photo ID and by providing a signature and date below. **If you cannot appear in person to submit this worksheet, you will need to provide a copy of your government issued ID and this worksheet notarized by a public notary.**

Statement of Educational Purpose

I certify that I \_\_\_\_\_ am the individual signing this Statement of  
*print student’s name*

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 the College of Charleston.

\_\_\_\_\_  
Student’s Signature and Date

\_\_\_\_\_  
Financial Aid Administrator Signature and Date

**Notary’s Certificate of Knowledge**

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

Before me \_\_\_\_\_ personally appeared \_\_\_\_\_  
*print notary’s name* *print name of signer*

And provided to me on basis of satisfactory evidence of identification. \_\_\_\_\_  
*government-issued ID. Do NOT use military ID*

To be the above-named person who signed the foregoing instrument,

Witness my hand and official seal. \_\_\_\_\_  
*notary signature* *date commission expires* *seal*

**F. 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, be sentenced to jail, or both.