

2024-2025 Independent 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:

- ◆ You and your spouse if you are married, and,
- ◆ Your children, if any, if you will provide more than half of their support from July 1, 2024, through June 30, 2025, or if the child would be required to provide your information if they were completing a FAFSA for 2024-2025. Include children who meet either of the standards, even if they do not live with you, and,
- ◆ Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2024 through 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
		Self (student)

C. Student Tax Forms and Income Information

Check box that applies	Filing status for 2022	Must submit the following (If married when FAFSA filed must include spouse’s information even though you may not have been married during the 2022 Tax year).
	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), W2(s) IRS Non-Filer Letter (if available)
	I did not work or earn any taxed income for 2022 and I am not REQUIRED to file and will not file	IRS Non-Filer Letter (If unavailable submit SNF for student and Spouse if applicable)
	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).

Last Name, First Name, MI

CofC ID number

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. Order by phone: **1-800-908-9946**.
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 1-800-908-9946 or <http://www.irs.gov/individuals/get-transcript> you must 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> and include W2(s)
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 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 students name and CofC ID number on documents submitted.**

***If married you should provide information and documentation for you and your spouse, even if you were not married during the 2022 tax year.**

D. Sign this worksheet

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

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

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

Spouse **Note: Electronic signatures are NOT acceptable.** _____ Date

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