

# 2024–2025 Verification Worksheet

## Dependent Student

Your 2024–2025 FAFSA was selected by the U.S. Department of Education for review in a process called *verification*. The law states that before awarding federal student aid we should ask you to confirm the information you and your parent(s) reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid office at Hollins University. We may ask for additional information. If you have questions about this process, please contact us as soon as possible so that your financial aid will not be delayed.

### A. DEPENDENT STUDENT’S INFORMATION

Student’s Last Name	Student’s First Name	Student’s M.I.	Student’s Social Security Number
Student’s Permanent Street Address (include apt. no.)			Student’s Date of Birth
City	State	Zip Code	Student’s Email Address
Student’s Home Phone Number (include area code)			Student’s Cell Phone Number

### B. DEPENDENT STUDENT’S FAMILY SIZE

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 because of 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.

The provided criteria for “dependent children” or “other persons” align with the requirement that family size align with whom the parent could claim as a dependent on a U.S. tax return if the parent were to file a U.S tax return at the time of completing the 2024-2025 FAFSA. As a result, the parent should not include any unborn children in the family size. *If more space is needed, attach a separate page with the student’s name and ID number at the top.*

Full Name	Age	Relationship
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>
		<i>Self</i>

## C. Dependent Student's Income Information to Be Verified

### 1. TAX RETURN FILERS:

Complete this section if the student filed or will file a 2022 IRS income tax return. As part of federal student aid eligibility, students will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In most cases, no further documentation is needed to verify 2022 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.

If 2022 income tax return information for the student was not available or could not be used, the student should provide the institution with a **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and all applicable schedules.** To obtain a free IRS tax return transcript, go to [www.irs.gov](http://www.irs.gov) and click on the "Get Your Tax Record" link. Make sure to request the "IRS tax return transcript" and **not** the "IRS tax account transcript." You should be able to download a PDF version of it on the same day. You may also call the IRS transcript order line at (800) 908-9946.

#### Check the box that applies:

- Check here if a **signed** IRS tax return transcript(s) or income tax return and applicable schedules are attached to this worksheet.
- Check here if a **signed** IRS tax return transcript(s) or income tax return and applicable schedules will be submitted to Hollins University soon.

### 2. TAX RETURN NONFILERS:

Complete this section if the student did not file, and was not required to file, a 2022 income tax return with the IRS.

#### Check the box that applies:

- The student was not employed and had no income earned from work in 2022.
- The student was employed in 2022 and has listed below the names of all the student's employers, the amount earned from each employer in 2022, and whether an IRS W-2 form or an equivalent document is provided. Provide copies of all 2022 IRS W-2 forms issued to the student by their employer. List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	IRS W-2 or Equivalent Document Provided?	Annual Amount Earned in 2022
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

Provide a signed and dated statement certifying that the individual has not filed and is not required to file a 2022 income tax return, as well as the sources of 2022 income earned from work and the amount of income from each source.

- Check here if non-filing statement is signed and dated.
- Check here if non-filing statement will be provided later.

**D. Parent’s Income Information to Be Verified** \*Important Note: The instructions below apply to each parent in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2022 *or* had a change in marital status after December 31, 2022.

**1. TAX RETURN FILERS:**

Complete this section if the parents filed or will file a 2022 IRS income tax return(s). As part of federal student aid eligibility, parents will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the parents filed separate 2022 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. In most cases, no further documentation is needed to verify 2022 income information that was transferred into the student’s FAFSA using income and tax information directly from the IRS.

**Check the box that applies:**

If 2022 income tax return information for the parents was not available or could not be used, the parents should provide the institution with a **2022 IRS Tax Return Transcript(s)** or a signed copy of the 2022 income tax return and all applicable schedules. *To obtain a free IRS tax return transcript, go to [www.irs.gov](http://www.irs.gov) and click on the “Get Your Tax Record” link. Make sure to request the “IRS tax return transcript” and **not** the “IRS tax account transcript.” You should be able to download a PDF version of it on the same day. You may also call the IRS transcript order line at (800) 908-9946.*

- Check here if a **signed** IRS tax return transcript(s) or income tax return and applicable schedules are attached to this worksheet.
- Check here if a **signed** IRS tax return transcript(s) or income tax return and applicable schedules will be submitted to Hollins University soon.

**2. TAX RETURN NONFILERS:**

Complete this section if the parent(s) did not file, and were not required to file a 2022 income tax return with the IRS.

**Check the box that applies:**

- Neither parent was employed nor had any income earned from work in 2022.
- One or both parents 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 W02 form or an equivalent document is provided. Provide copies of all 2022 IRS W-2 forms issued to the parent(s) by their employer. List every employer even if the employer did not issue an IRS W-2 form.

Employer’s Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2022
<i>(Example) ABC’s Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

Provide a signed and dated statement certifying that the individual has not filed and is not required to file a 2022 income tax return, as well as the sources of 2022 income earned from work and the amount of income from each source.

- Check here if non-filing statement is signed and dated.
- Check here if non-filing statement will be provided later.

## E. CERTIFICATION AND SIGNATURES

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

**WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.**

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Student's Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (Required)

\_\_\_\_\_  
Date

*Submit this worksheet to the Financial Aid Office at Hollins University.*

### **Additional Notes:**

An individual who filed an amended federal income tax return for tax year 2022 must provide a signed copy of the 2022 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS, in addition to the tax documentation requested on pages 2 or 3 of this worksheet.

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or if unable to obtain a TRDBV, an equivalent document provided by the IRS (or a copy of the signed 2022 income tax return and applicable schedules the individual filed with the IRS); and
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

An individual who is required to file a 2022 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2022, must provide:

- A signed statement listing the sources of any 2022 income and the amount of income from each source;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2022;
- A copy of IRS Form W-2 for each source of employment income received or an equivalent document for tax year 2022; and
- If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2022.

A tax filer who filed an income tax return with a tax authority other than the IRS may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.