

**2024–2025 Verification Worksheet**

Your 2024–2025 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you, and your parents, if a dependent student, reported on your FAFSA. To verify that you provided correct information the financial aid administrator will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You, and at least one parent if you are a dependent student, must complete and sign this worksheet, attach any required documents, and submit the form and required documents to the Office of Financial Aid. We may ask for additional information. If you have questions about verification, contact the Office of Financial Aid as soon as possible so that your financial aid will not be delayed.

**STUDENT’S INFORMATION**

<i>Student’s Last Name</i>	<i>Student’s First Name</i>	<i>Student’s M.I.</i>	<i>Student’s ID Number</i>
<i>Student’s Street Address (include apt. no.)</i>			<i>Student’s Date of Birth</i>
<i>City</i>	<i>State</i>	<i>Zip Code</i>	<i>Student’s Email Address</i>
<i>Student’s Home Phone Number (include area code)</i>			<i>Student’s Cell Phone Number</i>

**FAMILY SIZE**

**INDEPENDENT Students** (*parent information not required on FAFSA*): List the people in **your family**. Include yourself, your spouse if applicable, and your children **if** they live with you (or live apart because of college enrollment) and you will 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. Include other people **only** 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.

**DEPENDENT Students** (*parent information required on FAFSA*): List the people in your **parents’ family**. Include yourself, your parent/stepparent (even if you don’t live with them), and your parent/stepparent’s children who live with them (or live apart because of college enrollment) and receive more than half of their support and will continue to receive more than half of their support from your parent/stepparent from July 1, 2024 through June 30, 2025. Include other people who now live with your parent/stepparent **if** they receive more than half of their support and will continue to receive more than half of their support from your parent/stepparent from July 1, 2024 through June 30, 2025.

List **all family members** below.

Full Name	Age	Relationship
		<i>Self</i>

## STUDENT'S 2022 INCOME INFORMATION

**Important Note:** The instructions below apply to the student and spouse (if the student is married). Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2022 or had a change in marital status after December 31, 2022.

**1. Check the applicable box below.**

The student has given consent and approved sharing and importing income and tax information from the IRS to the FAFSA form via the FUTURE Act Direct Data Exchange (FA-DDX) even if the attempt to obtain or use such data is ineffective.

The student's spouse (if the student is married) has given consent and approved sharing and importing income and tax information from the IRS to the FAFSA form via the FUTURE Act Direct Data Exchange (FA-DDX) even if the attempt to obtain or use such data is ineffective.

The student's and/or spouse's (if student is married) 2022 income tax return information was not available through the FA-DDX or could not be used. The **2022 IRS Tax Return Transcript** or a **signed copy of the 2022 income tax return and applicable schedules** must be provided. A 2022 Tax Return Transcript can be obtained online at [irs.gov/transcript](https://www.irs.gov/transcript) or by calling 1-800-908-9946. Make sure to order the Tax Return Transcript and not the Tax Account Transcript.

The student and spouse (if the student is married) will not file and is/are not required to file a 2022 federal income tax return or foreign return. (See number 2 below.)

**2. If you and/or spouse** (if student is married) **did not file** and are not required to file a 2022 federal income tax return or foreign return, list below the sources and amounts of earnings, other income and resources received in 2022. Report \$0 if no income earned. Please submit copies of any W-2 forms or other earnings statements. **NOTE: For Independent Students and spouses with foreign income, provide documentation of non-filing from the relevant tax authority in the foreign country dated on or after October 1, 2023.**

Employer's Name	2022 Amount Earned	IRS W-2 Provided?
<i>ABC's Auto Body Shop (example)</i>	\$2,000.00	Yes
<b>Total Amount of Income Earned from Work in 2022</b>	\$	

## PARENT(S)' 2022 INCOME INFORMATION

**Important Note:** The instructions below apply to each parent included in the family. 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. Check the applicable box below.**

The parent has given consent and approved sharing and importing income and tax information from the IRS to the FAFSA form via the FUTURE Act Direct Data Exchange (FA-DDX) even if the attempt to obtain or use such data is ineffective.

The parent(s) 2022 income tax return information was not available through the FA-DDX or could not be used. The **2022 IRS Tax Return Transcript** or a **signed copy of the 2022 income tax return and applicable schedules** must be provided. A 2022 Tax Return Transcript can be obtained online at [irs.gov/transcript](https://www.irs.gov/transcript) or by calling 1-800-908-9946. Make sure to order the Tax Return Transcript and not the Tax Account Transcript.

The parent(s) will not file and is/are not required to file a 2022 federal income tax return or foreign return. (See number 2 below.)

**2. If your parent(s) did not file** and is/are not required to file a 2022 federal income tax return or foreign return, list below your parent(s)' sources and amounts of earnings, other income and resources they received in 2022. Please submit copies of any W-2 forms or other earnings statements. **NOTE: For parents with foreign income, provide documentation of non-filing from the relevant tax authority in the foreign country dated on or after October 1, 2023.**

Employer's Name	2022 Amount Earned	IRS W-2 Provided?
<i>ABC's Auto Body Shop (example)</i>	\$2,000.00	Yes
<b>Total Amount of Income Earned from Work in 2022</b>	\$	

---

**INDIVIDUALS WHO FILED A 2022 AMENDED IRS INCOME TAX RETURN**

An individual who filed an amended IRS 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 or documentation from the IRS that include the changes made by the IRS; **AND**
- A **2022 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed)

**OR**

- A **2022 Record of Account Transcript**

**OR**

- A **signed** copy of the **2022 IRS Form 1040 and all applicable schedules** that were filed with the IRS.

---

**INDIVIDUALS WHO WERE VICTIMS OF IRS TAX-RELATED IDENTITY THEFT**

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

- A **2022 Tax Return DataBase View (TRDBV)** transcript obtained from the IRS by calling 1-800-908-4490, or any other IRS tax transcript that includes all the income and tax information required to be verified or the **signed** 2022 income tax return with all applicable schedules;  
**AND**
- A statement signed and dated by the tax filer indicating that they were a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

**IDENTITY & STATEMENT OF EDUCATIONAL PURPOSE (To Be Signed at the Institution)**

1. The student **must appear in person** at Western New England University to verify their identity by presenting an **unexpired** valid government-issued photo identification (ID), such as, but not limited to:

- driver's license
- other state-issued ID
- passport

2. In addition, the student must sign, **in the presence of the institutional official**, the Statement of Educational Purpose below.

The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

**STATEMENT OF EDUCATIONAL PURPOSE**

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational  
*Print Student's Name*

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 Western New England University for 2024-2025.

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Student's ID Number*

\_\_\_\_\_  
*Date*

If the student is **unable to appear in person at Western New England University** to verify their identity, **the student may have a notary outside of the university verify his or her identity**. They must provide one of the forms of identification listed above in person to the notary and provide a copy of this identification to Western New England University along with the above Statement of Educational Purpose signed and notarized below.

**NOTARY'S CERTIFICATE OF ACKNOWLEDGEMENT**

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

On \_\_\_\_\_, before me, \_\_\_\_\_,  
*(Date)* *(Notary's name)*

personally appeared, \_\_\_\_\_, and proved to me  
*(Printed name of signer)*

because of satisfactory evidence of identification \_\_\_\_\_  
*(Type of unexpired government-issued photo ID provided)*

to be the above-named person who signed the foregoing instrument.

**WITNESS my hand and official seal** \_\_\_\_\_  
*(seal)* *(Notary signature)*

My commission expires on \_\_\_\_\_  
*(Date)*

---

**CERTIFICATION AND SIGNATURES**

Each person signing this worksheet certifies that all the information reported is complete and correct. If student is dependent, the parent whose information was reported on the FAFSA must sign and date.

<b>WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.</b>
---

\_\_\_\_\_  
***Student's Signature***

\_\_\_\_\_  
***Date***

\_\_\_\_\_  
***Parent's Signature (required if student is dependent)***

\_\_\_\_\_  
***Date***

\_\_\_\_\_  
***Spouse's Signature (optional if student is independent)***

\_\_\_\_\_  
***Date***

**Return to: Western New England University  
Office of Financial Aid, 1215 Wilbraham Road, Springfield MA 01119-2684  
Fax: 413-796-2081 Tel: 413-796-2080  
[finaid@wne.edu](mailto:finaid@wne.edu)  
[www1.wne.edu/enrollment-services](http://www1.wne.edu/enrollment-services)**

**Student Name** \_\_\_\_\_

**Student ID** \_\_\_\_\_