

2024-2025 Dependent Verification Worksheet

Last Name	First Name	MI	C00 Cortland ID
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Address	City	State	Zip	Email
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Section A: Household Information

In the table below, please report the following members of your parent(s) household. Please include:

- Yourself
- Your parent(s), including step-parent(s)
- Your parent’s dependent children if your parent(s) currently provide and will continue to provide more than half of their support from July 1, 2024 through June 30, 2025.

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

Section B: Student Income Information

Did the student file, or was the student required to file a 2022 Federal Tax Return? Check the box that applies:

- No**, and the student **did not** work in 2022. No additional documentation is required.
- No**, but the student did have earnings from work in 2022. **Submit copies of all student 2022 W2s and complete the chart below.**

Name of Employer	2022 Amount Earned

- Yes**, and the student has used the Financial Aid Direct Data Exchange on the FAFSA to verify 2022 income. No additional documentation is required.
- Yes**, and the student is not able to use the Financial Aid Direct Data Exchange on the FAFSA. The student will instead submit a **2022 Tax Return Transcript OR a signed copy of the 2022 Income Tax Return and all applicable tax schedules.**

Section C: Parent Income Information

Did the parent(s) file, or were the parent(s) required to file a 2022 Federal Tax Return? Check the box that applies:

- Yes**, and the parent has used the Financial Aid Direct Data Exchange on the FAFSA to verify 2022 income. No additional documentation is required unless:
 - An amended tax return was filed, then submit a **signed** copy of the IRS Form 1040X, “Amended U.S. Individual Income Tax Return” filed with the IRS.
 - You rolled any portion of a distribution from pensions, annuities, profit sharing, IRAs and/or retirement plans, then submit a **signed** copy of the 1099-R form.

- Yes**, and the parent is not able to use the Financial Aid Direct Data Exchange on the FAFSA to verify 2022 income. The parent(s) will instead submit a **2022 IRS Tax Return Transcript(s) OR a signed copy of the 2022 Income Tax Return with applicable schedules.**
 - If an amended tax return was filed, submit a **signed** copy of the IRS Form 1040X, “Amended U.S. Individual Income Tax Return” filed with the IRS.
 - If you rolled any portion of a distribution from pensions, annuities, profit sharing, IRAs and/or retirement plans, submit a **signed** copy of the 1099-R form.

- No**, and the parent(s) **did not** work in 2022. **Parent will submit IRS Proof of Non-Filing for 2022.** Additional instructions are available on the third page of this form.

- No**, but the parent did have earnings in 2022. The parent will **submit IRS Proof of Non-Filing for 2022, copies of all 2022 W2s and complete the chart below.**

Name of Employer	2022 Amount Earned

CERTIFICATION and SIGNATURES

By signing this worksheet, each person certifies that all the information reported is complete and correct and all required documentation has been attached. At least one parent whose information was reported on the FAFSA must sign and date. **A physical signature is required; electronic signatures will not be accepted.**

Student Signature Date

Parent Signature Date