

## 2024-2025 VERIFICATION FORM - INDEPENDENT STUDENT

Student Name \_\_\_\_\_ Student SSN \_\_\_\_\_  
Last First MI  
Student Date of Birth \_\_\_\_\_  
Student Telephone # \_\_\_\_\_ Student email \_\_\_\_\_

Complete and sign this verification form and return it to Student Financial Services (SFS) as soon as possible so that your financial aid won't be delayed. If you have any questions, please contact the SFS Office staff at (570) 372-4450.

The U.S. Department of Education has selected your FAFSA for review in a process called "verification." SU is required to collect information in this format to confirm that you have entered correct information on your FAFSA. Your financial aid cannot be processed until all requested information is received. Failure to complete verification by the last enrolled day of the award period will result in a loss of aid. This review must be conducted under the financial aid program rules (34 CFR, Part 668). **Please note that the Verification process will not be complete until all required documentation is received.**

**Instructions:** Complete this section if the student and spouse filed or will file a 2022 IRS income tax return(s). As part of federal student aid eligibility, students, and spouses (as appropriate), will be required to consent and approve sharing and importing income and tax information from the IRS, using the Direct Data Exchange (DDX), to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the student and spouse 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.**

If 2022 income tax return information for the student (or spouse, if applicable) 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 applicable schedules.

A 2022 IRS Tax Return Transcript may be obtained through:

- Get Transcript by Mail – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and NOT the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Get Transcript Online – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and NOT the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

**If you or your spouse were not required to file a 2022 federal income tax return with the IRS:**

- Attach all 2022 w-2's, 1099s, or other income statements
- If you or your spouse do not have a Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN), or Employer Identification Number (EIN): submit a letter from the appropriate tax filing authority that the individuals did not file taxes.

**FAMILY INFORMATION**

List the people in **your household**. Include the following:

- The student.
- The student's spouse, if applicable.
- The student's dependent children if the following are true:
  - They live with the student (or live apart because of college enrollment);
  - They receive more than half of their support from the student; and
  - They will continue to receive more than half their support from the student during the award year.
- Other persons if the following are true:
  - They live with the student;
  - They receive more than half of their support from the student; and
  - They will continue to receive more than half their support from the student during the award year.

The provided criteria for "dependent children" or "other persons" align with the requirement that family size align with whom the student could claim as a dependent on a U.S. tax return if the student were to file a U.S tax return at the time of completing the 2024-2025 FAFSA. As a result, the student should not include any unborn children in the family size.

Full Name	Age	Relationship	College
		Self (You/Student)	Susquehanna University

**TAX FILING AND INCOME INFORMATION**

**Student:** check **one box** below. Were you required to file a 2022 Federal Income Tax Return?

- ☐ I was required to file a 2022 federal tax return. You must provide FAFSA income using the IRS DDX.
- ☐ I was not employed, did not have income, and was not required to file a 2022 federal IRS tax return. If you do not have a SSN, ITIN, or EIN, attach a letter from the appropriate filing authority that you did not file taxes.
- ☐ I was employed and had income, but was not required to file a 2022 federal IRS tax return. I will complete the chart below and attach copies of all 2022 w-2's and 1099 forms. If you do not have a SSN, ITIN, or EIN, attach a letter from the appropriate filing authority that you did not file taxes.

Employer name	2022 Wages

STUDENT NAME: \_\_\_\_\_

Student's Spouse (if applicable): check **one box** below. Were you required to file a 2022 Federal Income Tax Return?

- ☐ I was required to file a 2022 federal tax return. You must provide FAFSA income using the IRS DDX.
- ☐ I was not employed, did not have income, and was not required to file a 2022 federal IRS tax return. If you do not have a SSN, ITIN, or EIN, attach a letter from the appropriate filing authority that you did not file taxes.
- ☐ I was employed and had income, but was not required to file a 2022 federal IRS tax return. I will complete the chart below and attach copies of all 2022 w-2's and 1099 forms. If you do not have a SSN, ITIN, or EIN, attach a letter from the appropriate filing authority that you did not file taxes.

Employer name	2022 Wages

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### *CERTIFYING SIGNATURES*

I/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 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse Signature (if applicable)

\_\_\_\_\_  
Date

Please return to by US mail or email to:

Student Financial Services  
Susquehanna University  
514 University Ave.  
Selinsgrove, PA 17870

sfs@susqu.edu