



# Texas College Office of Financial Aid

Return Form to:  
The Office of Financial Aid  
2404 North Grand Ave.  
Tyler, Texas 75702  
Telephone: (903) 593-8311 ext.2299  
Email:financialaid@texascollege.edu

## 2024-2025 Verification Worksheet (V1)

Your application was selected for a review process called "Verification." In this process, the college will be comparing information from your application *if independent* with copies of you and your spouse(s)' (*if married*) 2022 Federal IRS Income Tax Transcript, and with W-2 form(s), and any other financial documents. *If dependent* with copies of you and your parent(s)' 2022 Federal IRS Income Tax Transcript, and with W-2 form(s), and any other financial documents. The law says we have the right to ask you for this information before awarding Federal Aid. If there are differences between your application information and your financial documents, you or the university may need to make corrections electronically by using your Student Aid Report (SAR).

Complete this verification form and submit it to your financial aid administrator as soon as possible, so that your financial aid won't be delayed. Your financial aid administrator will assist you.

### What you should do:

1. Collect you and your parent(s)' financial documents (Federal Income Tax Transcript, W-2 forms, 1099s, and etc.).
2. Talk to your financial aid administrator if you have questions about completing this worksheet.
3. Complete and sign the worksheet(s) -- you and at least one parent.
4. Submit the completed worksheet, tax forms, and any other documents your school requests of you to your financial aid administrator.
5. Your financial aid administrator will compare information on this worksheet and any supporting documents with the information you submitted on your application. You or your school may need to make corrections electronically by using your SAR.

### Student Information

Name		Student ID	
Address (include Apt. Number)		Date of Birth	
City	State	Zip	Phone Number (include area code)

### Family Information (check one)

- Independent Students:** List the people in your household, include: (A) yourself and your spouse if you are married; (B) your children, if you will provide more than half of their support from July 1, 2024 through June 30, 2025; (C) 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.
- Dependent Students:** List the people in your parents' household, include: (A) yourself and your parent(s) (including stepparent) even if you don't live with your parents; (B) your parents' other children, even if they don't live with your parent(s), if your parents will provide more than half of their support from July 1, 2024 through June 30, 2025 or the children would be required to provide parental information when applying for Federal Student Aid; (C) other people if they now live with your parents, and your parents 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.

### List the names and ages of all household members in the space below.

If any household members will be attending college at least half-time between July 1, 2024 and June 30, 2025, and will be enrolled in a degree or certificate program, include the name of the college.

*If more space is needed, attach a separate page with the student's name and student ID at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Marty Jones (example)</i>	28	<i>Wife</i>	<i>Central University</i>	<i>Yes</i>
		Self		

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Please visit the Financial Aid website's FAFSA verification link if the student or parent has been granted a filing extension by the IRS, filed an amended IRS income tax return, or were victims of IRS identity theft. *If documentation is not submitted, verification will not be completed.*

**Student and Spouse (if married) Tax and Income Information**

Check the box that applies (check only one):

**Tax Filers:**

The student and spouse (if married) has filed taxes and will provide a 2022 tax return transcript or complete the IRS Data Retrieval tool in FASFA on the web.

**Non-tax Filers:** *Independent students: Please request and submit a verification of Non-Filing letter from the IRS.*

The student and/or spouse was not employed and had no income earned from work in 2022.

The student and/or spouse 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 is attached. Attach copies of all 2022 IRS W-2 forms issued to the student and/or spouse by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and student ID at the top.*

Employer's Name	2024 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

**Parent Tax and Income Information**

Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents. Check the box that applies (check only one):

**Tax Filers:**

The parent(s) has filed taxes and will provide a 2021 tax return transcript or complete the IRS Data Retrieval Tool in FASFA on the web.

**Non-tax Filers:** *Parents included on FASFA will need to request and submit a verification of Non-Filing letter from the IRS.*

The parent(s) was not employed and had no income earned from work in 2022.

The parent(s) was employed in 2022 and has listed below the names of all the parent's employers, the amount earned from each employer in 2022, and whether an IRS W-2 form is attached. Attach copies of all 2022 IRS W-2 forms issued to the parent(s) by employers. *List every employer even if they did not issue an IRS W-2 form. Also, please provide a statement of non-filing from the IRS. If more space is needed, attach a separate page with the student's name and student ID at the top.*

Employer's Name	2022 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

**Sign this Worksheet**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and at least one parent must sign and date. **WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

\_\_\_\_\_  
Student Date Parent Date