



2024-2025 V5 VERIFICATION WORKSHEET FOR DEPENDENT STUDENTS NOTARY

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 reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and a spouse (if applicable) whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

A: Dependent Student's Information (Please Print)

_____			_____
Last Name	First Name	Middle Initial	College ID Number
_____			_____
Street Address (Include Apt. No.)			Date of Birth
_____			_____
City	State	Zip Code	Email Address
_____			_____
Home / Cell Phone Number			XXX-XX-_____ Last 4 Digits of Social Security Number

B: Household Information

List below the people in your household, include:

- Yourself and your parent (s)
- Your parent (s) children if they will provide more than half of their support from July 1, 2024, through June 30, 2025, even if they do not live with your parent.
- Other people if they now live with your parent (s) and will provide more than half of their support and will continue to provide more than half of their support through June 30, 2025.

Include the name of the college for any household member who will be enrolled, at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2024 and June 30, 2025. If more space is needed, attach a separate page with the student's name and last 4 digits of their Social Security Number at the top.

Full Name	Age	Relationship	College/ University	Will be Enrolled at Least Half Time (YES OR NO)
		<i>Self</i>	Texas College	



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Student ID

C: Dependent Student's Income Information: Check the box that applies:

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 2021 or had a change in marital status after the end of the 2021 tax year on December 31, 2023. **Check the box that applies:**

- I, the student, will not file and am not required to file a 2022 income tax return with the IRS, **AND** I understand that I must **ALSO** complete the wage chart below and provide all W2's for the 2022 tax year.

Company/ Organization Name	Employment Dates	Income (\$)

- I, the student, have filed a 2022 income tax return but have **ALSO** filed, or will file, an **AMENDED** 2022 IRS tax return, and I understand I must provide 1.) a signed copy of the original 2022 IRS income tax return that was filed with the IRS or a **2021 IRS Tax Return Transcript** for the 2022 tax year; and 2.) a signed copy of the 2022 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS, and 3.) **Copies of all W-2's.**
- I, the student, have filed a 2022 income tax return and have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2022 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information that was transferred in the verification process.*
- I, the student, have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2022 IRS income information into the student's FAFSA once the student has filed a 2022 IRS tax return. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student has not already used the tool, it can still be used: go to [FAFSA.gov](https://fafsa.gov), log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2022 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.*
- I, the student have filed a 2022 income tax return but am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and will submit to the school a **2022 IRS tax return transcript** (a photocopy of the income tax return is not acceptable). *To obtain a free IRS tax return transcript, go to www.irs.gov and click on the "Get Transcript of Your Tax Records" link under "Tools." If you create an account before proceeding to the additional steps of requesting a tax transcript, you should be able to download and print your transcript immediately, or request the transcript be mailed to your address on record. Alternatively, you may call 1-800-908-9946, or contact your local IRS office to see if you may pick up a copy. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need the Social Security Number (or the IRS individual taxpayer identification number) and date of birth of the first person listed on the 2022 IRS income tax return, and the address on file with the IRS (normally this will be the address used when the 2022 tax return was filed). Adequate time from the date of filing your tax return (up to three weeks for IRS electronic filers, and up to eleven weeks for paper IRS filers) is necessary prior to requesting an IRS tax return transcript. Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.*

Individuals Who Were Victims of IRS Identity Theft

A victim of IRS identity theft who is not able to obtain a **2022 IRS Tax Return Transcript** or use the IRS DRT must contact the IRS at 1-800-908- 4490. Upon authentication of the tax filer's identity, the IRS will provide, by U.S. Postal Service, a printout of the tax filer's 2022 IRS income tax return information.



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C: Dependent Student's Parental Income Information: Check the box that applies:

The instructions below apply to the parent. Notify the financial aid office if the parents filed separate IRS income tax returns for 2022 or had a change in marital status after the end of the 2022 tax year on December 31, 2023. **Check the box that applies:**

- I, the parent, will not file and am not required to file a 2022 income tax return with the IRS, **AND** I understand that I must **ALSO** complete the wage chart below and provide all W2's for the 2022 tax year.

Company/ Organization Name	Employment Dates	Income (\$)

- I, the parent, have filed a 2022 income tax return but have **ALSO** filed, or will file, an **AMENDED** 2022 IRS tax return, and I understand I must provide 1.) a signed copy of the original 2022 IRS income tax return that was filed with the IRS or a **2021 IRS Tax Return Transcript** for the 2022 tax year; and 2.) a signed copy of the 2022 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS, and 3.) **Copies of all W-2's.**
- I, the parent, have filed a 2022 income tax return and have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2022 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information that was transferred in the verification process.*
- I, the parent, have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2022 IRS income information into the student's FAFSA once the student has filed a 2022 IRS tax return. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student has not already used the tool, it can still be used: go to [FAFSA.gov](https://fafsa.gov), log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2022 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.*
- I, the parent have filed a 2022 income tax return but am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and will submit to the school a **2022 IRS tax return transcript** (a photocopy of the income tax return is not acceptable). *To obtain a free IRS tax return transcript, go to www.irs.gov and click on the "Get Transcript of Your Tax Records" link under "Tools." If you create an account before proceeding to the additional steps of requesting a tax transcript, you should be able to download and print your transcript immediately, or request the transcript be mailed to your address on record. Alternatively, you may call 1-800-908-9946, or contact your local IRS office to see if you may pick up a copy. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need the Social Security Number (or the IRS individual taxpayer identification number) and date of birth of the first person listed on the 2022 IRS income tax return, and the address on file with the IRS (normally this will be the address used when the 2022 tax return was filed). Adequate time from the date of filing your tax return (up to three weeks for IRS electronic filers, and up to eleven weeks for paper IRS filers) is necessary prior to requesting an IRS tax return transcript. Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.*



SECTION D: High School Completion Status

We need to verify your completion of a high school program or its equivalent. Please provide the financial aid office one of the following documents that will indicate the student's high school completion status when the student begins college in 2024-2025:

- A copy of the student's high school diploma.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A state certificate or transcript received by the student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- If State law requires a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
- If State law does not require a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), we need a copy of a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

Check here if you provided the Texas College Office of Admissions with one of the documents listed above. Please circle the bullet in the list above which corresponds to the specific document. We will verify that they have the document and if they have it you will not need to send another copy to the financial aid office.



SECTION E: Identify & Statement of Educational Purpose (to be signed at Texas College)

The student must appear in person at the Texas College Office of Financial Aid to verify his or her identity by presenting a valid government-issued photo identification (ID), such as, but not limited to, a driver’s license, other state-issued ID, or passport. The college will maintain a copy of the student’s photo ID that is annotated with the date it was received and reviewed and the name of the college official authorized to collect the student’s ID.

In addition to the ID document, the student must sign, in the presence of a Texas College official, the following *Statement of Educational Purpose*. If the student is unable to appear in person at Texas College to verify his or her identity, the student may sign the *Statement of Educational Purpose* in front of a notary public and must provide the following to the Texas College Office of Financial Aid:

- A copy of the valid government-issued photo ID (cannot be expired) that is acknowledged in the notary statement below such as, but not limited to a driver’s license, other state issued ID or passport; and
- The original notarized *Statement of Educational Purpose* provided below. We need a “wet” signature which means we cannot accept a faxed or scanned copy of the signed *Statement*.

Statement of Educational Purpose

I certify that I _____ am the individual signing
(Print student’s name)

Educational Purpose and that the federal student financial assistance I may receive will only be used for educational purposes and the pay the cost of attending Texas College for 2023-2024.

Student’s Signature Student’s ID Date

Notary’s Certificate of Acknowledgement

State of _____

County of _____

On _____, before me, _____, personally
Date (Name of Public Notary)

appeared, _____ and proved to me on basis of satisfactory
(Type of unexpired government issued ID)
evidence of identification, _____

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

Witness my hand and official seal

Notary Signature

My commission expires on _____



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E: Certifications and Signatures

Each person signing this worksheet certifies that all of the information reported on this worksheet is complete and correct. The student and parent whose information was reported on the FAFSA 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.

Print Student Name

Last 4 of SSN

Student Signature

Date

Print Parent Name

Last 4 of SSN

Parent Signature

Date