

# 2024–25 FAFSA Verification Worksheet

Complete in pen. Return this worksheet and all required documentation to Financial Aid.

Mail: Financial Aid, 538 Venard Rd. Clarks Summit, PA 18411  
 Email: [financialaid@clarkssummitu.edu](mailto:financialaid@clarkssummitu.edu)  
 Fax: 570.585.9226

## Student Information

Name \_\_\_\_\_ Last 4 digits of SSN \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_

Student Phone \_\_\_\_\_ Parent Phone \_\_\_\_\_

Student Email \_\_\_\_\_ Parent Email \_\_\_\_\_

## Family Information

List all the people in your household. Also indicate if any family member will be enrolled at least half-time at a college or university between July 1, 2024 and June 30, 2025. If more space is needed, please attach a separate sheet of paper.

Include:

- Yourself
- Your parent(s) that you live with
- Your parent(s) other children if your parents will provide more than half of their support from July 1, 2024 through June 30, 2025
- Other people if they 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 through June 30, 2025

Name	Age	Relationship	College / University Name	Enrolled at Least Half Time?
_____	_____	<i>Self</i>	<i>CSU</i>	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____



## Tax and Income Information

Check the appropriate boxes below and attach the required documentation to this worksheet. Do not submit your worksheet without the required documentation.

<u>Student</u>	<u>Parent</u>	<u>Action Required</u>
<input type="checkbox"/>	<input type="checkbox"/>	I filed a 2022 federal tax return and <b>used</b> the IRS Direct Data Exchange to transfer my tax information into my FAFSA. <span style="float: right;">In most cases, no additional documentation is needed.</span>
<input type="checkbox"/>	<input type="checkbox"/>	I filed a 2022 federal tax return and <b>did not use</b> the IRS Direct Data Exchange to transfer my tax information into my FAFSA. <span style="float: right;"><b>Attach your 2022 IRS Tax Return Transcript.</b> Visit <a href="http://www.irs.gov/individuals/get-transcript">www.irs.gov/individuals/get-transcript</a>. Be sure to request a Return Transcript, not an Account Transcript. You may also request by phone: 800-908-9946</span>
<input type="checkbox"/>	<input type="checkbox"/>	I did not file a 2022 federal tax return. <span style="float: right;"><b>A Verification of Non-filing Letter</b> from the IRS is required if your parent(s) did not file and were not required to file a 2022 tax return with the IRS. To request a Verification of Non-filing Letter, visit <a href="http://www.irs.gov/individuals/get-transcript">www.irs.gov/individuals/get-transcript</a>.</span>

Note: If your parents filed separate 2022 tax returns, both parents will need FSA IDs to consent and transfer their tax information into your FAFSA. They may also submit IRS Tax Return Transcripts for both parents.

If you and/or your parent(s) worked in 2022 but were not required to file a federal tax return, please complete the following chart and attach your W-2s. List each employer, even if the employer did not issue a W-2.

Student	Parent	Employer	2022 Amount Earned
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

## Certification

Each person signing this form certifies that all the information reported is complete and accurate to the best of their knowledge. The student and one parent must sign and date. If you purposely give false or misleading information on this worksheet, you could be fined, sentenced to jail, or both.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

