



## 2024 - 2025 Verification Worksheet Dependent Student – V1

Your FAFSA was selected for review by the U.S. Dept. of Education in a process called Verification. Federal Student Aid requires Regis to confirm the information you and your parents reported on your FAFSA prior to disbursing funds. To verify that you provided correct information, Regis will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and documents to the Office of Financial Aid.

### A. Student Information:

Student Last Name	Student First Name	Student M.I.	Student ID
Student Street Address (include apt. no.)			Student Date of Birth
City	State	Zip Code	Student Phone Number

### B. Student's Family Information:

Please list the following in the table below:

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2024, through June 30, 2025; *or* if the other children would be required to provide parental information if they were completing a FAFSA for 2024–2025. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2025.

*If more space is needed, attach a separate page with the required information included.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>If enrolled in College-list school name</i>	<i>Yes</i>
		<i>Self</i>	<i>Regis College</i>	



### C. Student Tax and Income Information:

**Check only one box below:**

Tax Return Filers:

- I have used or plan to use the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2022 IRS income information into my FAFSA.
- I am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web and will submit a **2022 IRS Tax Return Transcript or Tax Return** to Regis.

*To obtain an IRS tax return transcript, go to [www.irs.gov/transcript](http://www.irs.gov/transcript) .*

Tax Return Non-filers – Student has not and is not required to file a 2022 income tax return with the IRS.

- I was not employed and had no income earned from work in 2022.
- I was employed in 2022 and have attached all 2022 W2s.

### D. Parent’s 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 only one box below:**

Tax Return Filers:

- The student’s parent has used or plans to use the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2022 IRS income information into the student’s FAFSA.
- The student’s parent is unable or chooses 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 or Tax Return**.

*If the parents are married and filed separately, a transcript or return must be submitted for each parent.*

Tax Return Non-filers— Parent will not file and is not required to file a 2022 income tax return with the IRS.

Per federal regulations, parents who did not file are required to submit a **Verification of Non-filing Letter (VNFL)** from the IRS. This letter can be obtained by submitting IRS Form 4506-T with box 7 checked to the IRS and waiting for the response letter in the mail. You can also attempt to print the 2022 Verification of Non-Filing letter online at [www.irs.gov/transcript](http://www.irs.gov/transcript). Once logged into the IRS site, select to print the Verification of Non-Filing Letter for 2022.

- The parent(s) was NOT employed and had no income earned from work in 2022 **and the VNFL is attached**.
- The parent(s) was employed in 2022 and has **attached the VNFL and copies of all 2022 IRS W-2 forms**.

### E. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and 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’s Signature

\_\_\_\_\_  
Student ID#

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Date

**Submit this form to:**  
Office of Financial Aid  
235 Wellesley Street, Weston MA, 02493-1571