

STEP 4: EDUCATION CREDIT

Did you/parent claim an Education Credit on your 2022 Federal Income Tax Return (refer to 2022 Federal Form 1040)

- YES** – Amount \$_____. Continue to Step 5.
 NO – Continue to Step 5.

STEP 5: STUDENT FEDERAL TAX INFORMATION – CALENDAR YEAR 2022

Are you or will you be required to file a 2022 Federal Income Tax Return?

- YES** – If 2022 income tax return information for the student was not imported on the FAFSA, the student should provide the institution with a 2022 IRS Tax Return Transcript or a signed copy of the 2022 income tax return and applicable schedules*.
 NO – Complete the table below and attach copies of **ALL 2022 W-2** forms. If no income write “**NONE**”. Continue to STEP 6.

Employer's Name	IRS 2022 W-2 or Equivalent Document	Annual Amount
		\$
		\$
	Total	

STEP 6: SPOUSE/PARENT FEDERAL TAX INFORMATION– CALENDAR YEAR 2022

Are you or will you be required to file a 2022 Federal Income Tax Return?

- YES** – If 2022 income tax return information for the parents (or spouse, if applicable) was not imported on the FAFSA, the parents 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, and any other foreign tax returns if filed**.
 NO – Complete the table below and attach copies of **ALL 2022 W-2** forms. If no income write “**NONE**”. Continue to STEP 7.

Employer's Name	IRS 2022 W-2 or Equivalent Document	Annual Amount
		\$
		\$
	Total	

NOTE: * If you are unable to locate your IRS Tax Returns, you can request a Federal Tax Transcript at www.irs.gov/transcript. After user authentication, provide reason for request, select the year, type of transcript (Tax Return Transcript) and other requested information. The document will display in a printable format. ** A tax filer who filed an income tax return with a tax authority other than the IRS may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.

STEP 7: CERTIFICATION

By signing this worksheet, I (we) certify that all information reported on it, is complete and accurate. At least one parent must sign if student is dependent.

Student Actual Signature (not digital) Date

Spouse/Parent 1 Actual Signature (not digital) Date

Parent 2 Actual Signature (not digital) Date

Please submit this verification form and provide copies of all requested paperwork within **15 days** of receipt to the **Financial Aid Office**. Incomplete paperwork will be returned to you for completion, thereby delaying the processing of your financial aid award. **Failure to return the requested documentation to the Financial Aid Office before you end your term of enrollment will result in cancellation of your aid.**