

STANDARD VERIFICATION (V1) WORKSHEET

2024-2025



Federal Student Aid Programs

Your Free Application for Federal Student Aid (FAFSA) was selected for verification. This process is used to compare your FAFSA information to your financial documents. This is a federal requirement under 34CFR. If there are any differences, corrections will be made to the FAFSA and sent to the U.S. Department of Education for confirmation.

What you must do:

- Complete all sections of this form according to your dependency status in Blue or Black ink only. **Incomplete worksheets cause delays and will be returned for completion.**
- You and **one parent** must complete and sign this form (**for dependent students only**).
- Bring, fax, or mail your completed form to the UAPB Student Financial Services Office.
- Do not make any additional income/ household size/ number in college corrections to the FAFSA once this form has been submitted.
- Contact the UAPB Student Financial Services Office if you have questions completing this form.

The final deadline to complete the verification process is established by the Federal government and published in the Federal Register on an annual basis- www.federalregister.gov.

A. STUDENT INFORMATION

Student Name	UAPB ID#
UAPB Email	Phone Number (Include area code)
Permanent Address	
City/State/Zip	Birthdate

B. FAMILY SIZE INCLUDES:

DEPENDENT STUDENT:

- I am considered a dependent student, as defined on the FAFSA, and must provide parental information on the FAFSA.

All household members include:

- Yourself
- Your parent(s) even if you don't live with your parent(s) (including a step-parent, biological parents who live together but are not married, same sex parents that are married, as recognized by state or foreign country).
- Your parent's (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,
- Other people only if they now live with your parent(s), and your parent(s) will 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.

INDEPENDENT STUDENT:

- I am considered independent, as defined on the FAFSA, which does not require parental information on the FAFSA.

All household members include:

- Yourself
- Your spouse, if married. Must include same sex spouses as recognized by state or foreign country.
- Your children, if any, if you will provide more than half of their support from July 1, 2024 through June 30, 2025, or if the child would be required to provide your 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 you.
- 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.

- The provided criteria for "dependent children" or "other persons" align with the requirement that family size align with whom the student (if independent) or parent (if dependent) could claim as a dependent on a U.S. tax return if the student or parent were to file a U.S tax return at the time of completing the 2024-2025 FAFSA. As a result, any unborn children should not be included in the family size. Use a separate sheet if needed to complete the family size below.

Student's Name	Age	Relationship
		SELF
Family Members	Age	Relationship to Student
		<i>If dependent – Parent 1 (Contributor); If independent and married – Spouse (Contributor)</i>
		<i>If dependent – Parent 2 (Contributor)</i>

C. INCOME TAX FILING STATUS

Please READ and FOLLOW all given instructions and complete the chart provided below.

Dependent students- must have parent information; therefore, **TWO** boxes must be selected in the chart below. One for the student and one for the parent.
Independent students- must select **ONE** box in the chart below.

2022 FEDERAL INCOME TAX INFORMATION REQUIREMENT - As part of federal student aid eligibility, students, and spouses (if applicable), and parents of dependent students, will be **required** to consent and approve sharing and importing income and tax information from the IRS (DDX) to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the student and spouse (if married) or parents (of a dependent student) filed separate 2022 IRS income tax returns, all parties must provide consent and approval to share and import income and tax information from the IRS. If a return was not filed, consent and approval remains a requirement.

FOR THOSE WHO DID NOT FILE A 2022 FEDERAL INCOME TAX RETURN - Please attach copies of all 2022 IRS W-2 **AND** 1099 forms. ***Note***- Independent students, and parent(s), if you are dependent, must also submit a signed statement to attest to this.

STUDENT	PARENT	PLEASE READ THIS SECTION CAREFULLY	
<input type="radio"/>	<input type="radio"/>	IRS Direct Data Exchange (DDX) was used to transfer 2022 income tax return information to the FAFSA.	
<input type="radio"/>	<input type="radio"/>	I have provided (check one), if DDX was not used: () Tax Return Transcript () Signed Federal 1040 Tax Return with all applicable schedules (ie.1-6) • Copies of Account Transcripts cannot be accepted • If you/ your spouse (if independent) or parents (if dependent) have filed separate returns, copies from each individual must be submitted for processing.	
<input type="radio"/>	<input type="radio"/>	I filed a tax return and later amended my taxes. • Copies of signed 2022 Federal Tax Return or Tax Return Transcript AND a signed copy of the 1040X form are attached to this form.	
<input type="radio"/>	<input type="radio"/>	I was not employed, did not have earnings, and was not required to file an IRS Federal Tax Return in 2022. Provide a signed statement indicating you were not required to file a tax return.	
4c	4c	I was employed and had income, but was not required to file a 2022 Federal Tax Return. • Complete the Chart below: List all employer(s) and the amount that was earned in 2022. • Attach copies of all 2022 W-2 and 1099 Forms. Attach a signed and dated statement certifying that you were not required to file a 2022 income tax return, as well as the sources of 2022 income earned from work and the amount of income from each source as indicated above.	
Non-Tax Filers with 2022 earnings are federally required to submit a copy of all W-2(s) and 1099 forms from each employer with this form.			
COMPLETE CHART ONLY IF BOX 4C ABOVE IS CHECKED	Employer's Name	2022 Amount Earned	IRS W-2 Attached?

*If additional space is needed please attach

D. SIGNATURES

- * Manually sign with a ballpoint pen.
- * Forms with digital/electronic/typed signatures cannot be accepted and will be returned.

Each person signing certifies that all the information reported is complete and correct. The student and at least one parent whose information was reported on the 2024-2025 FAFSA must sign and date this worksheet.		Warning: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.	
Student	Date		Parent