

DEPIVF	24/25
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**Federal Student Aid Programs**

**Dependent Verification Worksheet**

**Complete Sections A-E below.** See back for instructions. If you need more space, complete last page of this document.

**A. Student Information**

Last Name	First Name	M.I.	MNU ID Number
Permanent Address	City	State	Zip
			Date of Birth

**B. Family Size Information**

If family size was transferred directly from the IRS and unchanged, you do NOT need to complete this section. However, if you updated your family size on the FAFSA when presented with the opportunity, then the information needs to be provided below. Complete the table, listing the people that your parent(s) will support between July 1, 2024 and June 30, 2025. (See back for details.)

Full Name	Age	Relationship	Full Name	Age	Relationship
		Self			

If you need more space, list additional family members in table on the last page of this document.

**C. 2022 Student Income Information to be Verified (Student check applicable box and provide required documents.)**

- I, the student, filed a 2022 Tax Return (Check documentation choice below.)**
- Tax information from the IRS was transferred directly by the Direct Data Exchange (FA-DDX).
  - 2022 IRS Tax Return Transcript attached (Request at <https://www.irs.gov/individuals/get-transcript>), – **OR** – **SIGNED** and **DATED** copy of 2022 Federal Income Tax Return. Include Schedules 1–3 if filed with the IRS.

- I, the student, was employed in 2022, and certify that I was not required to file taxes.**  
List each employer and the amount earned from each in the table below and provide copies of all 2022 IRS W-2 Forms.  
NOTE: This includes any other employment income for the year not listed on a 2022 IRS W-2 form.

Employer's Name	Annual Amount Earned in 2022	IRS W-2 or an Equivalent Provided? (Yes or No)
	\$	
	\$	
	\$	

- I, the student, was not employed in 2022, and certify that I was not required to file taxes.** (No documentation required.)

**D. 2022 Parent Income Information to be Verified (Parent check applicable box(es) and provide required documents.)**

- I/We, the parent(s), filed a 2022 Tax Return. Each parent tax-filer listed on the FAFSA must provide one the following:**
- Tax information from the IRS was transferred directly by the Direct Data Exchange (FA-DDX).
  - 2022 IRS Tax Return Transcript attached (Request at <https://www.irs.gov/individuals/get-transcript>), – **OR** – **SIGNED** and **DATED** copy of 2022 Federal Income Tax Return. Include Schedules 1–3 if filed with the IRS.

- I/We, the parent(s), certify that I was/we were not required to file 2022 taxes.**  
List each employer and the amount earned from each in the table below and provide copies of all 2022 IRS W-2 Forms.  
NOTE: This includes any other employment income for the year not listed on a 2022 IRS W-2 form.

Employer's Name	Annual Amount Earned in 2022	IRS W-2 or an Equivalent Provided? (Yes or No)
	\$	
	\$	

- I, the parent, was not employed in 2022, and certify that I was not required to file taxes.** (No documentation required.)

**E. Student and Parent/Stepparent Certifications and Signatures (Electronic Signatures not allowed.)**

Each person signing below certifies that all of the information reported is complete and correct. The student and one 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, sent to prison, or both.

Student Signature (Electronic Signature not Allowed)	Date	Parent/Stepparent Signature (Electronic Signature not Allowed)	Date
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Student Best Contact Number	Parent/Stepparent Best Contact Number
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**Mail or return this form and accompanying documentation to:**

Student Financial Aid Services · 2030 E. College Way · Olathe, KS 66062 · Phone 913-971-3298 · Fax 913-971-3482

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) was selected for verification; therefore, we are required to confirm the information you and your parent(s)/stepparent reported on your FAFSA. The law gives us the authority to request and review specific documents. In some situations, additional documentation may be required beyond the items listed on this form. Your FAFSA may need to be updated due the verification process.

**ALL FINANCIAL AID OFFERS (INCLUDING FEDERAL AND STATE GRANTS) ARE SUBJECT TO CHANGE AND WILL NOT BE DISBURSED UNTIL VERIFICATION IS COMPLETE PER U.S. DEPARTMENT OF EDUCATION REGULATIONS.**

## Section B Family Size Information

Family size is based on the number of individuals listed and claimed on your parent(s) 2022 IRS tax return. **If transferred directly from the IRS and unchanged, you do NOT need to complete this section.** However, if you updated your family size on the FAFSA when presented with the opportunity to do so, then the information needs to be provided.

**Complete the table, listing the people that your parent(s) will support between July 1, 2024, and June 30, 2025. INCLUDE THE FOLLOWING:**

- Include the name, age, and relationship of all members of your household whether they are in college or not.
- **Yourself** (student)
- **Your parent(s)** (*including a stepparent*) living in the household reporting information on your FAFSA (even if you do not live with them.)
- **Your parents' other children** **IF** your parents will provide more than half 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 2024-2025 FAFSA (even if they don't live with you.). NOTE: Unborn children and foster children should not be included.
- 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.

## Section C-D Income Information

Typically, the best way for income to be verified is if the tax information from the IRS was transferred directly by the Direct Data Exchange (FA-DDX). In most cases, no further documentation is needed to verify 2022 income information.

Contact the Office of Student Financial Aid Services for additional required documents if one of these special situations applies:

- Married students or parents who filed separate 2022 income tax returns.
- Individuals who filed jointly but are no longer married.
- Individuals granted a filing extension by the IRS.
- Individuals who are victims of tax administration identity theft.
- Individuals who filed non-IRS income tax returns.

These instructions apply to the student and each parent included in the household.

If tax information was not transferred, or income was manually entered, then a copy must be provided of their 2022 IRS Tax Return Transcript(s) – **OR** – **SIGNED** and **DATED** copy of 2022 Federal Income Tax Return. Include Schedules 1–3 if filed with the IRS.

In addition, each non-filer must provide copies of all 2022 IRS W-2 Forms. NOTE: Any other employment income for the year not shown on a 2022 IRS W-2 Form must be listed on the table in this section.

