

2024-25 Standard Verification Worksheet

Your 2024-2025 FAFSA was selected for review in a process called verification by the U.S. Department of Education. Carlow University is required by federal law to compare your FAFSA with the information on this worksheet and with your 2022 federal tax documents. This includes spouse's information if married and parents' information if you are considered dependent for federal aid purposes. Complete and sign this worksheet, attach any required documents, and submit them to the Financial Aid Office.

Once verification is complete, necessary corrections may need to be submitted to the Central Processing System which may or may not adjust the Student Aid Index (SAI).

Your financial aid package is not finalized until verification is complete, so it is important to submit all documentation as soon as possible!

Student Informat	ion				
Last Name	First Name	MI	Date of Birth	Student ID	
Address (include apartment number)			Email Address		
City	State	Zip	Phone Number		

Family Information

List the name and age of all household members (as defined below). Also include the name of the college for household members, excluding your parent(s), who will be enrolled, at least half time, in a degree, diploma, or certificate program at a post-secondary educational institution any time between July 1, 2024 and June 30, 2025.

Dependent Student

- Yourself
- Your parent(s), including step-parent (if applicable). Do not include your non-custodial parent.
- Your parent(s)' other dependent children if your parent(s) will provide more than half of their support from July 1, 2024 through June 30, 2025.
- Other people only if they now live with your parent(s) and your parent(s) will provide more than half of their support from July 1, 2024 through June 30, 2025.

Independent Student

- Yourself
- Your spouse (if applicable)
- Your children, if you will provide more than half of their support from July 1, 2024 through June 30, 2025.
- Other people only if they now live with you and you will provide more than half of their support from July 1, 2024 through June 30, 2025.

Name (First and Last)	Age	Relationship to Student
		Self

2) 3) 	Parent(s) filed a 2022 federal income tax return be information on the FAFSA. You must attach a significant parent(s) worked in 2022 but did not file and were complete the following box. Continue to complete.	ned copy of parents' 2022 federal tax ret re not required to file a 2022 federal tax re	turn or the IRS Tax Return Transcript.	
2)				
1)	Parent(s) filed a 2022 federal income tax return a Direct Data Exchange (DDX).	and provided consent on the FAFSA to trai	nsfer 2022 Federal Tax Information (FTI) through	
5)	Filer Form from the IRS were unsuccessful. The normal transport of the IRS transport of the I	on-filer is student spouse Both	h	
(4) 	The student and/or spouse had no taxable incom Continue to complete (5).		ot required to file a 2022 federal tax return. n and that attempts to obtain a Verification of Non	٦_
	Employee Name	Employer Name	Amount Earned in 2022	
(3)	forms and complete the following box. Continu	e to complete (5).		
(2)	The student and/or spouse filed a 2022 federal in 2022 income information on the FAFSA. You must The student and/or spouse worked in 2022 but d	t attach a signed copy of the 2022 federa	al tax return or the IRS Tax Return Transcript.	
	ax Status and Requirements: Student/Spo The student and/or spouse filed a 2022 federal in Information (FTI) through Direct Data Exchange (I	ncome tax return and provided consent or	the FAFSA to transfer the 2022 Federal Tax	

Submit this Form and ALL REQUIRED DOCUMENTS to:

Carlow University Office of Financial Aid 3333 Fifth Avenue Pittsburgh, PA 15213 Scan and email document to finaid@carlow.edu **or** Upload to your Self-Service record

Instructions for Obtaining Tax Documents

FAFSA IRS Direct Data Exchange

★ Recommended **★**

The most efficient way to provide your IRS tax information is by using the IRS Direct Data Exchange (DDX) within your FAFSA application.

In most cases, no further income verification documentation is required when using this tool as long as the information is unchanged.

- Go to www.studentaid.gov
- Log in. Go to the account Dashboard.
- Select "Action Required" under "My Activity" section.
- Provide consent and approval.
- Navigate through the form.
- Sign and submit the section of the form.



IMPORTANT: If you successfully used the IRS Direct Data Exchange you do not need to submit a Tax Return or Tax Return Transcript

Options for Getting Your IRS Tax Return Transcript if available

Online Request

- Go to www.IRS.gov
- On the IRS homepage select "Get Your Tax Record."
- Select "Get Transcript ONLINE" or "Get Transcript by MAIL."
- Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."

Telephone Request - 1-800-908-9946

Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T

Options for Getting Your IRS Verification of Non-Filing if available

Online Request

- Go to www.IRS.gov
- On the IRS homepage select "Get Your Tax Record."
- Select "Get Transcript ONLINE" or "Get Transcript by MAIL."
- Request "Verification of Non-Filing"

Paper Request Form - IRS Form 4506-T

Tax Filers with Special Circumstances

Individuals Who Filed an Amended IRS Income Tax Return - Provide a copy of the IRS tax return transcript **or** a signed copy of the tax return **and** a signed copy of the IRS Form 1040X.

Individuals Who Were Victims of Tax Administration Identity Theft - Call the IRS at 1-800-908-4490

Individuals Who Filed Non-US Income Tax Returns - Provide a signed copy of that income tax return(s); **or** a transcript obtained from a government of a U.S. territory or commonwealth, or a foreign central government that includes all of the tax filer's income and tax information required to be verified for the tax year.

Divorced/Separated students or parents who filed Married Filing Jointly must also attach W2 Forms.

Married students or parents must also submit spouse's tax return even if not married in 2022.