



# 2024-2025 Independent Verification Worksheet

Your 2024–2025 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information reported on your FAFSA. To verify that you provided correct information, the financial aid administrator at Ohio Christian University (OCU) 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 must complete and sign this worksheet, attach any required documents, then submit the form and other required documents to the OCU Financial Aid Office.

## A. Student's Information

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
M.I.

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Street Address (include apt. no.)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Home or Cell Phone Number

\_\_\_\_\_  
E-mail address

## B. Student's Family Information

In the list below ***include*** the following people in your family size:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you will provide more than half of their support from July 1, 2024, through June 30, 2025, or if your children would be required to provide parental information if they are 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 through June 30, 2025.

Full Name	Age	Relationship
		<i>Self</i>

*If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**C. Student Income Information**Complete Section # 1 or # 2 below (**not both**) depending on your tax filing status.

**Section #1 TAX RETURN FILERS**—Important Note: If you filed, or will file, an amended 2022 IRS tax return, you must contact your financial aid administrator before completing this section.

**Instructions:** Complete this section if the student, and spouse if married, filed or will file a 2022 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](https://fafsa.gov).* In most cases, no further documentation is needed to verify 2022 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

- ☐ The student has used or will use the IRS DRT in *FAFSA on the Web* to transfer 2022 IRS income tax return information into the student's FAFSA. *If the student and spouse filed separate 2022 IRS income tax returns, the IRS DRT cannot be used and the **2022 IRS Tax Return Transcript(s)** or a signed copy of the 2022 federal income tax return (1040) must be provided for each.* Your school will use the IRS information that was transferred in the verification process.
- ☐ The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2022 IRS Tax Return Transcript(s)** or a signed copy of the 2022 1040 (first two pages) and schedules 1-3 (if applicable). All signatures must be handwritten and per the discretion of the financial aid office, additional documentation may be required. *If you are married, and you and your spouse filed separate 2022 tax returns, you must submit tax return transcripts for both you and your spouse.*

**Section #2 TAX RETURN NONFILERS**—Complete this section if you, the student, will not file and are not required to file a 2022 income tax return with the IRS.

Check the box that applies:

- ☐ The student and/or spouse was not employed and had no income earned from work in 2022. You will need to provide documentation from the IRS dated on or after October 1, 2023 that indicates a 2022 IRS income tax return was not filed with the IRS.
- ☐ The student/and or spouse was employed in 2022 and has listed below the names of all employers, the amount earned from each employer in 2022, and whether IRS W-2 forms are attached. Attach copies of all 2022 W-2 forms issued to you (and, if married, to your spouse) by employers. *List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and SSN at the top.*

Employer's Name	2022 Amount Earned	IRS W-2 Attached?
Total:		

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

#### D. Certification and Signature

I certify by signing this form that all the information reported on this worksheet is complete and correct.

**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 (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature (Optional)

\_\_\_\_\_  
Date

**\*\*\*Please note that all signatures provided MUST be handwritten\*\*\***

*Please make a copy of this worksheet for your records.*

#### E. Submission

Please return the completed form and required documentation to Ohio Christian University Financial Aid Department by one of the following ways.

- Fax- 740-477-7714
- E-mail [FAFSAhelp@ohiochristian.edu](mailto:FAFSAhelp@ohiochristian.edu)
- Mail- Ohio Christian University Attn: Financial Aid 1476 Lancaster Pike Circleville, OH 43113

*If you are emailing completed forms or documentation with personal identifiable information included, please review encryption requirements at ([ohiochristian.edu/encryption-instructions](http://ohiochristian.edu/encryption-instructions)).*