



2024-2025 Dependent 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 you and your parents 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 and at least one parent 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 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

For parent(s)' family size, please include the following:

- Yourself.
- Do not include the parent that does not provide 50% or more financial support in the family size due to separation or divorce.
- Your parent(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, even if they do not live with your parent(s).**
- 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.

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:** _____

Complete Section #1 or #2 below (not both) depending on your tax filing status

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

Instructions: Complete this section if the student filed or will file a 2021 IRS income tax return. *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 studentaid.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. *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** 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.

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

Check the box that applies:

- ☐ The student was not employed and had no income earned from work in 2022. **Note:** We may require you to provide documentation from the IRS that indicates a 2022 IRS form was not filed with the IRS.
- ☐ The student was employed in 2022 and has listed below the names of all the student's employers, the amount earned from each employer in 2022, and whether IRS W-2 forms are attached. Attach copies of all 2022 IRS W-2 forms issued to the student by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

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

Student's Name: _____ SSN: _____

D. Parent's Income Information to Be Verified

Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

Complete Section #1 or #2 below (not both) depending on your tax filing status.

Section #1 TAX RETURN FILERS—Important Note: If the student's parent(s), filed or will file, an amended 2022 IRS tax return the student's financial aid administrator must be contacted before completing this section.

Instructions: Complete this section if the parent(s) 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 studentaid.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's parent(s) have 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's parent(s) 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.* The student's school will use the IRS information transferred into the student's FAFSA to complete the verification process.
- ☐ The student's parent(s) are unable or choose 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 the student's parent(s) are married, and they filed separate 2022 tax returns, both parents must submit tax return transcripts.**

Section #2 TAX RETURN NONFILERS—Complete this section if the student's parent(s) will not file and is not required to file a 2022 income tax return with the IRS.

Check the box that applies:

- ☐ The student's parent(s) were 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's parent(s) were employed in 2022 and have listed below the names of all the parent(s) employers, the amount earned from each employer in 2022, and whether IRS W-2 forms are attached. Attach copies of all 2022 IRS W-2 forms issued to the parent(s) by employer(s). *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

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

Student's Name: _____ SSN: _____

E. Certification and Signatures

Each person signing this worksheet certifies that all the information reported on it is complete and correct. The student and one parent must sign and date.

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

Parent's Signature (Required)

Date

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

Please make a copy of this worksheet for your records.

F. 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
- 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).