

## 2024-2025 DEPENDENT VERIFICATION WORKSHEET

Your FAFSA was selected for review by the U.S. Dept. of Education in a process called "Verification." Ashland University is required by federal regulations (34 CFR, Part 668) to verify that the data reported on your FAFSA is accurate before federal aid can be processed.

### INSTRUCTIONS

- **Documentation:** Complete this verification worksheet and submit along with the documentation requested in Section 3. The worksheet must be signed. Follow the instructions for Tax and Earnings Information very carefully.
- **Deadline:** Documentation must be completed, signed, and submitted within **three weeks** of receipt of this notice.
- **Consequences for Failure to Submit Documentation:** Federal need-based grants, loans, and work study may be canceled entirely if Verification is not complete. You are responsible for any interest that accrues on your student account due to a delay in submitting documentation.
- **Notification of Offer Changes:** If there are differences between your FAFSA information and the information collected through Verification, the Financial Aid Office will electronically correct your FAFSA and notify you of any necessary adjustments to your financial aid offer letter. You will also receive a corrected FAFSA Submission Summary from the government.

**RETURN ORIGINAL DOCUMENTATION TO:**

Ashland University Financial Aid Office

SCAN THIS FORM AND ALL DOCUMENTATION TO PDF

THEN UPLOAD TO OUR SECURE DROPBOX AT

<https://ashlandcentral.etrive.cloud/#/form/204>

<b>SECTION 1: STUDENT INFORMATION</b>				
Last Name	First Name	M.I.	AU ID #	Phone #
Address (include Apt #)	City	State	Zip	
<b>SECTION 2: FAMILY SIZE INFORMATION</b>				
List the people in your parent(s)' family size, including:				
<ul style="list-style-type: none"> <li><b>You (the student) and your parent(s)</b>, even if you do not live with them. If the primary contributor (parent listed on the FAFSA) has remarried, your stepparent must also be listed. Exclude any parent who is not living in the household because of separation or divorce.</li> <li><b>Your parents' other children</b>, if they live with your parents (or live apart because of college enrollment) and your parent(s) provide more than half of their financial support and will continue to do so from July 1, 2024 through June 30, 2025.</li> <li><b>Other people</b> if they currently live with your parent(s) and your parent(s) provide more than half of their financial support and will continue to do so from July 1, 2024 through June 30, 2025.</li> </ul>				
Full Name	Age	Relationship to Student	Name of College Attending <i>at least half-time between 7/1/24 – 6/30/25</i>	
		Self	Ashland University	

**SECTION 3: TAX AND EARNINGS INFORMATION**

*Complete Box A if you filed a 2022 federal tax return; Complete Box B if you did not file*

**A. TAX FILER INCOME VERIFICATION**

Tax filers who cannot transfer their Federal Tax Information via the FA-DDX must submit a signed copy of their 2022 Federal Tax Return.

**PARENT**

I filed a 2022 IRS Tax Return, and *(choose one)*

- I used the **FA-DDX** on the FAFSA
- I'm providing a **signed** copy of my **2022 Federal Tax Return or equivalent** because I was not able to use the FA-DDX on the FAFSA.

**STUDENT**

I filed a 2022 IRS Tax Return, and *(choose one)*

- I used the **FA-DDX** on the FAFSA
- I'm providing a **signed** copy of my **2022 Federal Tax Return or equivalent** because I was not able to use the FA-DDX on the FAFSA.

**NOTE:** *If parents are married and filed taxes separately, both parents tax returns are required.*

**B. NON-TAX FILER INCOME VERIFICATION**

Non-tax filers who earned income must submit 2022 W-2s from all employers. A Verification of Non-Filing letter is only required when verifying income earned from work for a non-tax filer who would file a tax return with a tax authority other than the IRS.

**PARENT**

I did not file a 2022 IRS Tax Return because:

- I worked in the United States in 2022, but was not required to file a 2022 Federal Tax Return.

*Instructions: Complete the table below and attach W2's*

- I worked in a foreign nation in 2022, but was not required to file a 2022 tax return.

*Instructions: Complete the table below, attach W-2 equivalents and verification of non-filing letter from relevant tax authority.*

- (U.S. residing) I did not work in 2022 and did not file a 2022 Federal Tax Return.

- (Foreign residing) I did not work in 2022 and did not file a 2022 tax return.

*Instructions: Attach verification of non-filing letter from relevant tax authority.*

- I do not have a SSN, ITIN, or EIN.

**STUDENT**

I did not file a 2022 IRS Tax Return because:

- I worked in 2022, but was not required to file a 2022 Federal Tax Return.

*Instructions: Complete the table below and attach W2's.*

- I did not work in 2022 and did not file a 2022 Federal Tax Return.

- I do not have a SSN, ITIN, or EIN.

Name	Employer/Source of Income	2022 Income Earned	W-2 Provided	IRS Non-Filing Letter Provided
Parent:		\$	Y / N	Y / N
Parent:		\$	Y / N	Y / N
Student:		\$	Y / N	Y / N

**CERTIFICATION AND SIGNATURES**

*I certify that all of the information reported with this verification worksheet is complete and correct. I understand Ashland University is obligated to report cases of misrepresentation on this worksheet to the Office of the Inspector General.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date