



2024-2025 Dependent V1 Standard Verification Worksheet

Your FAFSA application has been selected for a process called verification. Please complete all parts of this worksheet and return to the Financial Aid Office. Notice: incomplete forms may delay processing.

A. Student Information

Student's Name: _____ LCU ID: _____

B. Household Information – List the members in your parents' household. Attach an additional sheet if necessary.

Please include: yourself, even if you don't live with your parents, your parents/step-parent (if your parent is remarried you must include your step-parent), your parents' other children (even if they do not live with your parents), siblings, and individuals who will receive more than half of their support from your parents between July 1, 2024 and June 30, 2025.

Full Name	Relationship to Student	Age	Enrolled in College at least half-time (check one)		College
	Self		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Louisiana Christian University
			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
			<input type="checkbox"/> Yes	<input type="checkbox"/> No	

C. Tell us about your 2022 tax filing status –

Student's Filing Status (select only one)

- I filed my 2022 return and successfully used the IRS Data Retrieval Tool via the FAFSA. **Tax transcript not required.**
- I filed my 2022 return and chose not to or, I am unable to use the IRS Data Retrieval Tool. **Submit your 2022 IRS Tax Return Transcript or copies of 2022 IRS 1040 Tax Return.**
- I amended my taxes after originally filing my 2022 return and will submit:
 - 2022 IRS Tax Return Transcript
 - 2022 Signed IRS 1040X form
- I did not and I am not required to file a federal tax return. I was not employed and earned no income from work in 2022. **Submit 2022 IRS Verification of Non-filing Letter***
- I did not and I am not required to file a federal tax return. In 2022 I earned \$_____ from the source(s) listed below: **Submit 2022 IRS Verification of Non-filing Letter***

Employer's Name	2022 Earned Amount	IRS W-2 Attached	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Attach all W-2s issued to you in 2022

*IRS Verification of Non-Filing Letters can be requested by checking box 7 and 8 (if no W-2s provided) on [IRS Form 4506-T](#). **Notice:** 2022 IRS Verification of Non-Filing Letters must be dated *on or after* October 1, 2023

Parent(s) Filing Status (select only one)

- My parent(s) filed their 2022 return and successfully used the IRS Data Retrieval Tool via the FAFSA. **Tax transcript not required.**
- My parent(s) filed their 2022 tax return and chose not to or, were not able to use the IRS Data Retrieval Tool. **Submit parent's 2022 IRS Tax Return Transcript or Return.**
- My parent(s) amended their taxes after originally filing their return and will submit:
 - 2022 IRS Tax Return Transcript
 - 2022 Signed IRS 1040X form
- My parent(s) did not and is/are not required to file a federal tax return. My parent(s) were not employed and earned no income from work in 2022. **Submit 2022 IRS Verification of Non-filing Letter***
- My parent(s) did not and is/are not required to file a federal tax return. In 2022 my parent(s) earned \$_____ from the source(s) listed below: **Submit 2022 IRS Verification of Non-filing Letter***

Employer's Name	2022 Earned Amount	IRS W-2 Attached	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Attach all W-2s issued to your parent(s) in 2022

D. Certification and Signatures – Each person signing this worksheet certifies that all of the information reported on it 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 you may be fined, sentenced to jail, or both.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

This worksheet must be signed and dated to be valid. Electronic and/or digital signatures are not valid.

Verification of 2022 Income Information for Student Tax Filers

Important Note: The instructions below apply to the student and spouse (if the student is married). Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2022 or had a change in marital status after December 31, 2022.

Instructions: Complete this section if the student and spouse filed or will file a 2022 IRS income tax return(s). As part of federal student aid eligibility, students, and spouses (as appropriate), will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the student and spouse filed separate 2022 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. In most cases, no further documentation is needed to verify 2022 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.

If 2022 income tax return information for the student (or spouse, if applicable) was not available or could not be used, the student should provide the institution with a **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules.**

A **2022 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by Mail – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Get Transcript Online – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

How to request an IRS verification of non-filing letter for 2022

Go to the IRS website at www.irs.gov and click on search forms & instructions. On this page click to select Form 4506-T and follow the instructions on the form. IRS Verification of non-filing letters can be requested by checking box 7 and 8 (if no W-2s can be provided) on IRS Form 4506-T. **NOTICE:** 2022 IRS verification of non-filing letters **must** be dated on or after October 1, 2023.

Verification of 2022 Income Information for Parent Tax Filers

Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2022 or had a change in marital status after December 31, 2022.

Instructions: Complete this section if the parents filed or will file a 2022 IRS income tax return(s). As part of federal student aid eligibility, parents will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the parents filed separate 2022 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. In most cases, no further documentation is needed to verify 2022 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.

If 2022 income tax return information for the parents was not available or could not be used, the parents should provide the institution with a **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules.**

A **2022 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by Mail – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
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- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

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