



## 2024-2025 Dependent Student Verification Worksheet

### Federal Student Aid Programs

Your application was selected for a review process called “verification.” In this process, we are required by federal law to verify information provided on the Free Application for Federal Student Aid (FAFSA).

**We cannot process your financial aid until verification has been completed.**

1. Complete, sign (student and at least one parent) and return the worksheet.
2. Students and/or parent who are tax filers, consent to use the Direct Data Exchange on your FAFSA **OR** submit signed copies of the full 2022 federal income tax return, **OR** submit the IRS Tax Return Transcript for 2022, and any other documents requested to the Financial Aid Office.
3. We will compare the information on these documents to your FAFSA and make corrections, if necessary.

#### Section A: Student Information

Last Name	First Name	MI	Student ID Number
Permanent Address			Date of Birth
City	State	Zip Code	Phone Number

#### Section B: Family Information

List the people in your parents' household, include:

- Yourself, even if you do not live with your parents.
- Your parent(s) (including a stepparent) whose information is reported on the 2024-2025 FAFSA
- Your parents' other children, even if they don't live with your parent(s), if (a) your parents will provide more than half of their support from July 1, 2024 through June 30, 2025, excluding unborn children or (b) the children would be required to provide parental information when applying for federal student aid,
- Other people if they now live with your parents and your parents provide more than half of their support and will continue to provide more than half of their support from July 1, 2024 through June 30, 2025.

**Number in College:**

- List the name of the college for any family member, excluding parents, who will be college students between July 1, 2024 and June 30, 2025.  
Attach a separate page if needed.

Full Name	Birthdate (mm-dd-year)	Relationship	College
		Self	Northeast Community College
		Parent or Step-Parent	N/A
		Parent or Step-Parent	N/A
		Sibling or Other: _____	
		Sibling or Other: _____	
		Sibling or Other: _____	
		Sibling or Other: _____	

**Section C: STUDENT Income Information – Check the applicable box below****✓YES, I have filed a 2022 federal tax return**
☐ Student filed a 2022 federal tax return and will provide proof of filing (see note below) **Skip to Section D**
**✓NO, I did not file a 2022 federal tax return**
☐ The student was **not employed** and **had no income earned from work** in 2022.

☐ The student **did not file and is not required to file, but was employed** in 2022. List below the names of all the student's employers and the amount earned from each employer in 2022. Attach copies of all 2022 IRS W-2 forms issued by the employers.

Non-filing Student's Employer	2022 Amount Earned
	\$
	\$
	\$

**Section D: PARENT Income Information – Check the applicable box below**

The instructions below apply to each parent/step-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.

**✓YES, my Parent(s)/Step-parent have filed a 2022 federal tax return.**
☐ Parent(s)/step-parent filed a 2022 federal tax return and will provide proof of filing (see note below) **Skip to Section F**
**✓NO, my Parent(s)/Step-parent did not file a 2022 federal tax return (see note for non-filers)**
☐ Parent name(s) \_\_\_\_\_ was/were **not employed** and **had no income earned from work** in 2022.

☐ Parent(s) **did not file and are not required to file, but was employed** in 2022. List below the names of all the parent's employers and the amount earned from each employer in 2022. Attach copies of all 2022 IRS W-2 forms issued by the employers.

Name of Parent Non-filer	Non-filer Parent's Employer	2022 Amount Earned
		\$
		\$
		\$

**Proof of filing:** Please use IRS Data Retrieval Tool (DRT) on your FAFSA **OR** submit signed copies of the full 2022 federal income tax return, **OR** you may submit the IRS Tax Return Transcript for 2022. An IRS Tax Return Transcript can be obtained from the Internal Revenue Service by calling 1-800-908-9946, or by visiting [www.irs.gov](http://www.irs.gov) and click on "Get My Tax Record" to request.

**Note for non-filers:** Parents that earned income in a foreign country but did not and will not file a foreign tax return must provide verification of non-filing from the relevant tax authority, **dated on or after October 1, 2023.**

**Amended Return:** If the student and/or parent filed an amended tax return or will file an amended tax return please contact the financial aid administrator before completing this section. Additional documentation will be required for an amended return.

**Section F: Signature**

By signing this worksheet, we certify that all the information reported to qualify for Federal student aid 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

---

 Date

---

 Parent's signature

---

 Date

**SUBMIT TO: FINANCIAL AID OFFICE, NORTHEAST COMMUNITY COLLEGE, 801 E. BENJAMIN AVENUE, P.O. BOX 469, NORFOLK, NE 68702-0469**

*Northeast Community College takes reasonable measures to protect your personal information in accordance with all applicable federal, state and local regulations.*

*Northeast Community College does not discriminate on the basis of race, color, gender, religion, national or ethnic origin, military veteran status, political affiliation, marital or family status, age, disability, sexual orientation, gender expression or identity in education programs, admissions policies, employment policies, financial aid or other College administered programs and activities. It is the intent of Northeast Community College to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Inquiries may be addressed to the Northeast Compliance Officer for Title IX, ADA, Section 504; Associate Vice President of Human Resources, 801 East Benjamin Avenue, P.O. Box 469, Norfolk, NE 68702-0469; phone: 402-844-7046; email: [complianceofficer@northeast.edu](mailto:complianceofficer@northeast.edu); or mail: Office for Civil Rights, U.S. Department of Education, One Pettingill Lane, 1010 Walnut Street, 3rd floor, Suite 320, Kansas City, MO 64106.*