

Carson-Newman University

2024-2025 V1 Dependent Verification Worksheet

Student's Last Name	Student's First Name	Student's M.I.	Student's Identification (ID) Number
Student's E-Mail Address			Student's Home/Cell Phone Number

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. This process is mandated by the US Department Education, requiring schools to verify the data provided on the FAFSA to ensure its accuracy. We must ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this worksheet and with any other required document(s). If there are differences, your FAFSA information may need to be corrected.

You must complete and sign this worksheet and submit it to the Financial Aid Office at your earliest convenience. Please note that additional documentation may be requested for clarification.

PLEASE COMPLETE IN BLUE OR BLACK INK. FORMS COMPLETED IN PENCIL WILL NOT BE ACCEPTED.

A. Household Information

List below the people in the parent/stepparent(s)' household whose information was included on the FAFSA (if your biological parent has remarried, then the stepparent must be included on the FAFSA). Include:

- ☐ Yourself (the student)
- ☐ Your parent/stepparent(s) as reported on the FAFSA (even if you don't live with your parent/stepparent).
- ☐ Your parent/stepparent(s)' other children if your parent/stepparent(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 parent/stepparent 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/stepparent(s).
- ☐ Other people if they now live with your parent/stepparent(s) and your parent/stepparent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2025.

Include the name of the college/university for any sibling who will be enrolled at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2024, and June 30, 2025. *If more space is needed, attach a separate page with the student's name and ID number at the top.*

Household Members	Age	Name	Name of College/University Attending	Enrolled at Least Half Time (Y/N)
Student			Carson-Newman University	
Parent/Stepparent				
Parent/Stepparent				
Sibling				
Sibling				
Sibling				
Sibling				
Sibling				
Other				
Other				

B. Income Tax InformationCheck **ONE** box that applies to you (the student) and **ONE** box that applies to your parent(s).

STUDENT	PARENT (S)
<input type="checkbox"/> I filed a 2022 Federal Tax Return. <input type="checkbox"/> Yes. While completing the FAFSA, if you consented and the FA-DDX pulled over your Federal Tax information, no additional tax documents are needed. If the FA-DDX was ineffective, you must submit a 2002 IRS Tax Return Transcript <u>OR</u> a signed copy of your 2022 Federal Tax Return along with <u>ALL</u> applicable schedules. <input type="checkbox"/> No. I did not consent for my Federal Tax information to be pulled over to my FAFSA. I provided my information manually. You must submit a copy of your 2022 Federal Tax Return Transcript* <i>(see information below)</i>	<input type="checkbox"/> I filed a 2022 Federal Tax Return. <input type="checkbox"/> Yes. While completing the FAFSA, if you consented and the FA-DDX pulled over your Federal Tax Information, no additional tax documents are needed. If the FA-DDX transfer was ineffective, you must submit a 2022 IRS Tax Return Transcript <u>OR</u> a signed copy of your 2022 Federal Tax Return along with <u>ALL</u> applicable schedules. <input type="checkbox"/> No. I did not consent for my Federal Tax Information to be pulled over to the FAFSA. I provided my information manually. You must submit a copy of your 2022 Federal Tax Return Transcript. * If parents/stepparents filed separate 2022 IRS income tax returns, then 2022 tax return transcripts must be provided for each. <i>(see information below)</i>
<input type="checkbox"/> I did NOT file a 2022 Federal Tax Return but did earn income in 2022; however, I was not required to file taxes. (Complete Section C)	<input type="checkbox"/> I did NOT file a 2022 Federal Tax Return , but did earn income in 2022; however, I was not required to file taxes. (Complete Section C) *An IRS Letter of Non-Filing is required for parent if they did NOT file 2022 taxes** <i>(see information below)</i>
<input type="checkbox"/> I was NOT employed and had NO INCOME earned from work in 2022.	<input type="checkbox"/> I was NOT employed and had NO INCOME earned from work in 2022. *An IRS Letter of Non-Filing is required for parent if they did NOT file 2022 taxes** <i>(see information below)</i>

***How to Obtain an IRS Tax Return Transcript or a Letter of Non-Filing**

- 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 is displayed online upon successful completion of the IRS’s two-step authentication.
- Automated Telephone Request** – 1-800-908-9946. The 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.

Student's Last Name

Student's Identification (ID) Number

C. Submit Copies of W-2's (For Non-Tax Filers)

All non-tax filers (Students and Parents) must provide copies of all your W-2 forms for income earned from work that were NOT filed with a 2022 Federal Income Tax Return. If you have lost any W-2's, you may order a Wage and Income Transcript from the IRS. You can request this transcript from www.irs.gov. If no employer W-2 can be provided, please list below the employer's name, amount earned for 2022, and the reason it cannot be provided.

Employee's Name (Student or Parent)	2022 Amount Earned	Employer's Name	Reason for Not Providing

D. Signatures

The student and one parent whose information was reported on the FAFSA must sign and date below.

WARNING! If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Each person signing this worksheet certifies that all the information reported is complete and correct.

Student's Signature

Date

Parent/Stepparent's Signature

Date

Parent/Stepparent's Email

Parent/Stepparent's Contact Phone #

Please make a copy of this worksheet for your records.

Do not mail this worksheet to the U.S. Department of Education.

Submit this worksheet to the Financial Aid Office at Carson Newman University, 1646 Russell Avenue, Jefferson City, TN 37760, email financialaid@cn.edu, or by fax at 865-471-2035.

If you should have any questions, please contact the Financial Aid Office at 1-800-678-9061 or 865-471-3247.