

2024-2025 VERIFICATION WORKSHEET

Office of Student Financial Assistance
AC 416 Nunn Drive
Highland Heights, KY 41099

I. Stude	ent Information					
Name:						
NKU ID	/SSN:	Date of Bir	th:			
Address	3:	City:				
State: _	Zip:	Phone No.	:			
II. Fam	ily Information					
Check	one:					
	Π					
	-	ependent S				
	Includes the following:	udes the follo	wing:			
	The student/Yourself	• The stude	ent/Yourself			
	 The parents (including step-parent) * 	Your spo	use, if married			
	The parents' other dependent children**		endent children**			
	Other people***	Other per				
**The parent's other dependent children/your dependent children if the following are true: o They live with the student's parents/student (or live apart because of college enrollment), o They receive more than half of their support from the student's parents/student, and o They will continue to receive more than half their support from the student's parents/student during the award year.						
***Other o The	people if the following are true: y live with the parent/student; y receive more than half of their support from the parent/student; and y will continue to receive more than half their support from the parent/st		·			
could cla	vided criteria for "dependent children" or "other people" align with the requairm as a dependent on a U.S. tax return if the parent/student were to file As a result, the parent/student should not include any unborn children in	e a U.S tax retu	rn at the time of completing the 20			
	plete the verification process, all fields below are required for eac a separate page with the student's name and Student ID number a			needed,		
	Full Name	Age	Relationship to Student			
	Student name:		Self			

Full Name	Age	Relationship to Student
Student name:		Self

2	024-2025	Name:	NKU ID/SSN	: V1
Ins	structions for	Section III (Parent Tax Information) an	d Section IV (Student Tax Inform	mation):
lmp		e instructions below apply to each parent included in or had a change in marital status after December 31		ce if the parents filed separate IRS income
pare to c	ents/student will b obtain or use such roval to share an	lete this section if the parents/student filed or winder required to consent and approve sharing and import a data is ineffective. In other words, if the parents/state dimport income and tax information from the IRS. I into the student's FAFSA using income and tax information.	orting income and tax information from the student filed separate 2022 IRS income to n most cases, no further documentation is	IRS to the FAFSA form, even if the attempt ax returns, both must provide consent and
		turn information for the parent/student (or spouse, if 2022 IRS Tax Return Transcript(s) or a signed co		
A 2	Get Trans and NOT the Get Trans and NOT the mobile photon an accommutation of the Automate request. Paper Re	urn Transcript may be obtained through: script by Mail – Go to www.irs.gov, click "Get Your Ta the "Account Transcript." The transcript is generally it script Online – Go to www.irs.gov, click "Get Your Ta the "Account Transcript." To use the Get Transcript (one (pay-as-you-go plans cannot be used) in the us count number for a home mortgage or auto loan). tion. ad Telephone Request – 1-800-908-9946. Transcript quest Form – IRS Form 4506T-EZ or IRS Form 4506 er request form.	received within 10 business days from the IX Record." Click "Get Transcript Online." Nonline tool, the user must have (1) access er's name, and (3) specific financial account The transcript displays online upon suct t is generally received within 10 business days	IRS's receipt of the online request. lake sure to request the "Return Transcript" to a valid email address, (2) a text-enabled int numbers (such as a credit card number cessful completion of the IRS's two-step lays from the IRS's receipt of the telephone
Nor	w.IRS.gov/transcr	provide a confirmation of non-filing from the IRS dat ipt and click on "Get Transcript ONLINE" or by maili ndent students are <u>NOT</u> required to provide a confir	ing in Form 4506-T and checking box 7.	· ·
III.	Parent Tax Ir	nformation (for dependent students)		
Ta	x Filers: Com	plete this section only if the parents filed or	will file a 2022 IRS income tax return	n(s).
Ch	eck the box th	at applies:		
	The parents	succesfully transferred income and tax inform	nation directly from the IRS.	
	•	unsuccesfully transferred income and tax info	·	tead will provide the school with a
		Amended IRS Income Tax Return for tax year 202 ; X, "Amended U.S. Individual Income Tax Return," th		n Transcript and a signed copy of the
	n-Tax Filers: h the IRS.	Complete this section only if the parent(s)	did not file in 2022 and are not requ	ired to file a 2022 income tax return
Ch	eck the box th	at applies:		
	Neither parent	was employed, and neither had income earno	ed from work in 2022.	
	in 2022 , and v	arents were employed in 2022 and have listed whether an IRS W-2 form is provided. [Provide st every employer even if the employer did no	copies of all 2022 IRS W-2 forms iss	
If m	ore space is need	ded, provide a separate page with the student's nam	ne and ID number at the top.	
		Employer's Name	IRS W-2 Provided to NKU?- required (circle one)	Annual Amount Earned in 2022
			YES-enclosed NO- but will provide	
			YES-enclosed NO- but will provide	
			YES-enclosed NO- but will provide	

2024-2025 Name:	NKU ID/SS	SN: V1					
IV. Student Tax Information							
Tax Filers: Complete this section only if the student (and spouse, if the student is married) filed or will file a 2022 IRS income tax return(s).							
Check the box that applies:							
The student <u>succesfully transferred income and tax information</u> directly from the IRS.							
The student <u>unsuccesfully transferred income and tax information</u> directly from the IRS, and instead will provide the school with a 2022 IRS Tax Return Transcript(s) from <u>www.IRS.gov/transcript.</u>							
If the student and/or spouse filed an Amended IRS Income Tax Return for tax year 2022 , you must provide a 2022 IRS Tax Return Transcript and a signed copy of the 2022 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.							
Non-Tax Filers: Complete this section only if the student (and spouse, if the student is married) did not file and are not required to file a 2022 income tax return with the IRS.							
Check the box that applies:							
The student and/or spouse were not employed,	and had no income earned from work in 2022.						
The student and/or spouse were employed in 2022 and have listed below the names of all employers, the amount earned from each employer in 2022 , and whether an IRS W-2 form is provided. [Provide copies of all 2022 IRS W-2 forms issued to the student and/or spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form.							
If more space is needed, provide a separate page with the student's name and ID number at the top.							
Employer's Name	IRS W-2 Provided to NKU?- required (circle one)	Annual Amount Earned in 2022					
	YES-enclosed NO- but will provide						
	YES-enclosed NO- but will provide						
	YES-enclosed NO- but will provide						
V. Sign this Worksheet							
The Law states your school must review the requested information under the financial aid program rules (CFR Title 34, Part 668) and make corrections if necessary. If we have reason to believe the information provided is inaccurate or needs further explanation, we may ask for additional documentation. By signing this worksheet, I/we certify that all of the information reported to qualify for federal student aid is complete and correct. The parent must also sign if the student is dependent. WARNING: If you purposefully give misleading or false information you may be fined, sentenced to jail, or both. (Signatures must be handwritten)							
STUDENT:(Required)		_DATE:					
PARENT:		_DATE:					