

2024-2025 Verification Worksheet | V5

Student Name: _____ Heidelberg OASIS ID: _____
Parent Contact Information (if dependent):
Phone _____ Email: _____

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that we must 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 documents. If there are differences, your FAFSA information may need to be corrected by Heidelberg.

STEP 1: Family Information

Write the names of all family members in your household. List the name of the College if this family member will attend at least half time between July 1, 2024 and June 30, 2025 and will be enrolled in a degree or certification program.

Dependent Students: List the people that your parents will support between July 1, 2024 and June 30, 2025. Include yourself, your parents, and your parents' dependent children (if your parents provide more than half support).

Independent Students: List the people that you (and your spouse) will support between July 1, 2024 and June 30, 2025. Include yourself, your spouse, and your dependent children (if you provide more than half of their support).

Full Name	Age	Relationship	College in 2024-2025

STEP 2: Tax Filers (check all that apply and ATTACH W2)

- Parent(s) have used the IRS Data Retrieval Tool to transfer 2022 IRS income tax information into the FAFSA.
 Student has used the IRS Data Retrieval Tool to transfer 2022 IRS income tax information into the FAFSA.

OR

- Parent(s) will "Get Transcript" through mail or online from the IRS at www.irs.gov/transcript. Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript." Forward to Heidelberg once received.
 Student will "Get Transcript" through mail or online from the IRS at www.irs.gov/transcript. Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript." Forward to Heidelberg once received.

OR

- Parent(s) will submit a signed copy of 2022 IRS Federal Tax Return
 Student will submit a signed copy of 2022 IRS Federal Tax Return



**FORM CONTINUES
ON NEXT PAGE**

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419.448.2293 | financial-aid@heidelberg.edu

STEP 3: For Parent Non-Tax Filers (in the household)

- _____ Neither parent was employed, and neither had income earned from work in 2022.
- _____ One or both parents were employed in 2022, and have listed in the following chart the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form or an equivalent document is provided.

Parent Source of Income	2022 Earnings	W2 Status
		<input type="checkbox"/> Did not receive W2 <input type="checkbox"/> W2 attached
		<input type="checkbox"/> Did not receive W2 <input type="checkbox"/> W2 attached

_____ Provide documentation from the IRS for each parent that indicates a 2022 IRS income tax return was not filed with the IRS. Go to www.irs.gov to print form 4506-T and request Verification of Nonfiling (number 7).

STEP 4: For Student Non-Tax Filers

_____ Student certifies that they have not filed and are not required to file a 2022 Income Tax Return. If **you will not file**, but did earn income, please list below all sources of income for 2022. **Please attach W2** (Student Source of Income)

Student Source of Income	2022 Earnings	W2 Status
		<input type="checkbox"/> Did not receive W2 <input type="checkbox"/> W2 attached
		<input type="checkbox"/> Did not receive W2 <input type="checkbox"/> W2 attached

Independent students only must provide documentation from the IRS that indicates a 2022 IRS income tax return was not filed with the IRS. Go to www.irs.gov to print form 4506-T and request Verification of Nonfiling (number 7).

STEP 5: Identity and Statement of Educational Purpose

The below statement must be signed in person at the Heidelberg University Office of Financial Aid.

The student must appear in person at the Heidelberg University Office of Financial Aid to verify his or her identity by presenting a valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed and the name of the official at the institution authorized to collect the student's ID.

In addition, the student must sign, in the presence of the institutional official, the following:

Statement of Educational Purpose

I certify that I, _____, am the individual signing this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Heidelberg University for 2024-25.

Student ID Number

Student Signature

Date



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