

**2024-2025 Verification Worksheet**

Your Free Application for Federal Student Aid (FAFSA) was selected for a "Verification" process which compares information from your FAFSA with your and your parent(s) 2022 Federal income tax information and/or other financial documents. Based on this review, Purdue University Northwest may need to make electronic corrections to your FAFSA information. Verification must be completed by Sept. 30, 2025 or 120 days after your last day of enrollment for 2024-2025, whichever is earlier. Verification includes receipt of a valid and correct Institutional Student Information Record (ISIR) with an official Expected Family Contribution (EFC). Financial aid will not be disbursed until the verification process is complete.

**What you should do**

1. Complete, sign and submit this Verification Worksheet. You and at least one parent must sign.
2. Submit your and your parent(s) 2022 IRS Tax Returns or Tax Return Transcript(s), **if required**, and any other requested documents to the Office of Financial Aid. IRS Tax Return Transcripts may be requested from the IRS on-line at [www.irs.gov](http://www.irs.gov) or by calling 800-908-9946.
3. If the student and/or parent, filed or will file, an Amended 2022 IRS Tax Return, contact the Office of Financial Aid at Purdue University Northwest.

Note: Deadline for submitting verification information is September 1, 2025. Eligibility for financial aid will not be determined until verification is complete.

Federal Law requires Purdue University Northwest to review the requested information under the financial program rule 34CFR, Part 668.

**SECTION 1: To be completed by all students.**

**A. Student Information**

Last Name	First	MI	PUID
Address (include apt. no.)			Date of Birth (mm/dd/yy)
City	State	ZIP code	Home Phone Number (include area code)
E-Mail Address			Cell Phone Number (include area code)

**B. Family Information**

List the people in your parent(s) household, include:

- Yourself and your parent(s) (including stepparent) even if you don't live with your parent(s).
- Your parents' other children, even if they don't live with your parent(s) due to college enrollment, if (a) your parent(s) will provide **more than half** of their support from July 1, 2024 through June 30, 2025 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 parent(s), and your parent(s) 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.

Write the names of all household members in the space(s) below. If you require additional space, please attach a separate page.

Full Name	Age	Relationship
		<b>Self</b>

(Over)

**SECTION 2:** Complete this section *ONLY IF* you did *NOT* transfer your 2022 tax information directly from the IRS to your FAFSA when completing your FAFSA online *OR* you made changes to the information transferred from the IRS.

**Student's Tax Information:** (Check only one box below)

- Check here and attach your 2022 IRS Tax Return or Tax Return Transcript. A Tax Return Transcript may be requested from the Internal Revenue Service on-line at [www.irs.gov](http://www.irs.gov) or by calling 1-800-908-9946. **And**, if you filed an Amended Income Tax Return, you must also attach a signed copy of your 2022 IRS Form 1040X that was filed with the IRS.
- Check here if you will not file and are not required to file a 2022 Federal tax return.

**(Note:** If you did not file and are not required to file a 2022 Federal tax return, list below your employer(s) and any income you received in 2022. **Attach copies of all 2022 W-2 forms and other earnings statements for each source of income received in 2022.**)

Sources of Income	2022 Amount
	\$
	\$
	\$

**SECTION 3:** Complete this section *ONLY IF* your parent(s) did *NOT* transfer their 2022 tax information directly from the IRS to your FAFSA when completing your FAFSA online *OR* they made changes to the information transferred from the IRS.

**Parent's Tax Information:** (Check only one box below)

- Check here and attach your parent(s) 2022 IRS Tax Return or Tax Return Transcript. A Tax Return Transcript may be requested from the Internal Revenue Service on-line at [www.irs.gov](http://www.irs.gov) or by calling 1-800-908-9946. **And**, if your parent(s) filed an Amended Income Tax Return, you must also attach a signed copy of your parent(s) 2022 IRS Form 1040X that was filed with the IRS.
- Check here if your parent(s) will not file and are not required to file a 2022 Federal tax return. **Parent(s) must attempt to retrieve their IRS Tax Return Transcript and provide the document with the resulting message from the IRS that states they did not file a return for 2022.**

**(Note:** If your parent(s) did not file and are not required to file a 2022 Federal income tax return, list below your parent(s) employer(s) and any income they received in 2022. **Attach copies of all 2022 W-2 forms and other earnings statements for each source of income received in 2022.**)

Sources of Income	2022 Amount
	\$
	\$
	\$

**SECTION 4:** Sign this Verification Worksheet.

By signing this Verification Worksheet, we certify that all information reported on it is complete and correct. **At least one Parent must sign.**

**WARNING: If you purposely give false or misleading information on this Verification Worksheet you may be fined, be sentenced to jail, or both.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Do not mail this worksheet to the U. S. Department of Education. Submit this worksheet, along with all IRS Tax Return Transcript(s), if required, and any other requested documents to the Office of Financial Aid at Purdue University Northwest.**