



# 2024–25 Verification Worksheet

FINANCIAL AID OFFICE • FORM D-V5

## DEPENDENT STUDENT

Your 2024–25 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. You and at least one parent must complete and sign this worksheet, attach any required documents, and send them to the Florida College financial aid office. The financial aid office may ask for additional information. If you have questions about verification, contact the financial aid office as soon as possible so that your financial aid will not be delayed.

### A. STUDENT'S INFORMATION

STUDENT'S LAST NAME

STUDENT'S FIRST NAME

MIDDLE INITIAL

STUDENT'S SSN

STUDENT'S STREET ADDRESS (INCLUDE APT. NO.)

STUDENT'S DATE OF BIRTH

CITY, STATE, ZIP

STUDENT'S EMAIL ADDRESS

STUDENT'S HOME PHONE NUMBER (INCLUDE AREA CODE)

STUDENT'S ALTERNATE OR CELL NUMBER

### B. STUDENT'S FAMILY INFORMATION

Write the names of people in your **parent(s)**' household. Include:

- **Yourself** and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(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 parental 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(s).
- 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 through June 30, 2025.

Also include the name of the college for any household member, excluding your parent(s), 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 Social Security number at the top.

(Continued)



**Florida College**  
Learning, Living, Leading His Way

FULL NAME	AGE	RELATIONSHIP	COLLEGE	WILL BE ENROLLED AT LEAST HALF-TIME
John Doe	19	Brother	Florida College	Yes
		Self		
		Parent		
		Parent/Step-parent		

### C. STUDENT'S INCOME INFORMATION TO BE VERIFIED

Did student complete a 2022 tax return?

- Yes (go to Section C1)
- No (go to Section C2)

#### C1. TAX RETURN FILERS (CHECK THE BOXES THAT APPLY):

**Instructions: Complete this section only if the student filed or will file a 2022 IRS income tax return(s).** The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [fafsa.gov](https://fafsa.gov). In most cases, no further documentation is needed to verify 2022 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

Check only one box below:

- The student **has used** the IRS DRT in FAFSA on the web to transfer 2022 IRS income tax return information into the student's FAFSA.
- The student **has not yet used** the IRS DRT in FAFSA on the web, but will use the tool to transfer 2022 IRS income tax return information into the student's FAFSA once the 2022 IRS income tax return has been filed.
- The student is **unable or chooses not to use** the IRS DRT in FAFSA on the Web, and instead will provide the school a **2022 IRS Tax Return Transcript(s)**. (signature not required)

To obtain a 2022 IRS Tax Return Transcript, go to [www.irs.gov](https://www.irs.gov) and click on the "Get a Tax Transcript" link, or call **1.800.908.9946**. Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript." Use the Social Security Number and date of birth of the first person listed on the 2022 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2022 IRS income tax return).

- Check here if a **2022 IRS Tax Return Transcript(s)** is provided.
- Check here if a **2022 IRS Tax Return Transcript(s)** will be provided later.

#### C2. TAX RETURN NONFILERS (CHECK THE BOX THAT APPLIES):

**Instructions: Complete this section only if the student will not file and is not required to file a 2022 IRS income tax return(s).**

Check only one box below:

- The student was not employed and had no income earned from work in 2022.
- The student was employed in 2022 and has 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 by 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	2022 AMOUNT EARNED	IRS W-2 PROVIDED?

You must submit IRS Form 4506-T to the IRS. Make sure to complete line 5 and check #7 so they will submit confirmation to Florida College that taxes were not filed in 2022. Also, you must provide copies of W-2s for any income earned for 2022.

#### D. PARENT'S INCOME INFORMATION TO BE VERIFIED

Did parent(s) complete a 2022 tax return?

- Yes (go to Section D1)
- No (go to Section D2)

#### D1. TAX RETURN FILERS (CHECK THE BOXES THAT APPLY):

*Important Note: The instructions below apply to each 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 the end of the 2022 tax year on December 31, 2022.*

**Instructions: Complete this section only if the parents filed or will file a 2022 IRS income tax return(s). The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [fafsa.gov](https://fafsa.gov). In most cases, no further documentation is needed to verify 2022 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.**

Check only one box below:

- The parents **have used** the IRS DRT in FAFSA on the Web to transfer 2022 IRS income tax return information into the student's FAFSA.
- The parents **have not yet used** the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2022 IRS income tax return information into the student's FAFSA once the 2022 IRS income tax return has been filed.
- The parents are **unable or choose not to use** the IRS DRT in FAFSA on the Web, and instead will provide the school a **2022 IRS Tax Return Transcript(s)**. (signature not required)

To obtain a 2022 IRS Tax Return Transcript, go to [www.irs.gov](https://www.irs.gov) and click on the "Get a Tax Transcript" link, or call **1.800.908.9946**. Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript." Use the Social Security Number and date of birth of the first person listed on the 2022 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2022 IRS income tax return).

If the parents filed separate 2022 IRS income tax returns, 2022 IRS Tax Return Transcripts must be provided for both.

- Check here if a **2022 IRS Tax Return Transcript(s)** is provided.
- Check here if a **2022 IRS Tax Return Transcript(s)** will be provided later.

#### D2. TAX RETURN NONFILERS (CHECK THE BOX THAT APPLIES):

The instructions and certifications below apply to each parent included in the household. **Complete this section only if the parents will not file and are not required to file a 2022 income tax return with the IRS.**

**Check only one box below:**

- Neither parent was employed and had no income earned from work in 2022.
- One or both parents were employed in 2022 and have listed below the names of all employers, the amount earned from each employer in 2022, and that an IRS W-2 form is provided. [Provide copies of all 2022 IRS W-2 forms issued to the parents 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	2022 AMOUNT EARNED	IRS W-2 PROVIDED?

**You must submit IRS Form 4506-T to the IRS. Make sure to complete line 5 and check #7 so they will submit confirmation to Florida College that taxes were not filed in 2022. Also, you must provide copies of W-2s for any income earned for 2022.**

**E. STUDENT'S OTHER INFORMATION TO BE VERIFIED**

**1. Identity and Statement of Educational Purpose Instructions:**

**Do not complete this section in advance. This section must be completed and signed:**

- In the presence of an approved representative of the financial aid office if you are submitting this paperwork to the financial aid office in person, **OR**
- In the presence of a notary public if you are not submitting this paperwork to the financial aid office in person (skip section below and proceed to "To Be Signed With Notary" section).

**IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE**

**(To Be Signed at the Institution)**

The student must appear in person at Florida College 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 with the date it was received 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  
PRINT STUDENT'S NAME  
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 Florida College for 2024-2025.

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT'S ID NUMBER

**IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE**

**(To Be Signed With Notary)**

If the student is unable to appear in person at Florida College to verify his or her identity, the student must provide:

- (a) A copy of the valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as but not limited to a driver’s license, other state-issued ID, or passport; and
- (b) The original notarized Statement of Educational Purpose provided below.

**Statement of Educational Purpose:**

I certify that I, \_\_\_\_\_, am the individual signing this Statement  
PRINT STUDENT’S NAME

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 Florida College for 2024–25.

\_\_\_\_\_  
STUDENT’S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT’S ID NUMBER

**Notary’s Certificate of Acknowledgement:**

State of \_\_\_\_\_ City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_,  
DATE NOTARY’S NAME

personally appeared, \_\_\_\_\_, and provided to me on basis of satisfactory  
PRINTED NAME OF NOTARY

evidence of identification \_\_\_\_\_ to be the above-named person  
TYPE OF GOVERNMENT-ISSUED PHOTO ID REQUIRED

who signed the foregoing instrument.

## F. CERTIFICATION & SIGNATURE

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent must sign and date.

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

\_\_\_\_\_  
STUDENT'S SIGNATURE (HANDWRITTEN)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT'S SIGNATURE (HANDWRITTEN)

\_\_\_\_\_  
DATE

***Do not mail this worksheet to the U.S. Department of Education.  
Submit this worksheet to the Florida College financial aid office.  
You should make a copy of this worksheet for your records.***