



Section A: Student Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ University ID(UID): \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Student's Age: \_\_\_\_\_ Student's Last 4 of SSN: \_\_\_\_\_

Required ↓

For assistance retrieving your UID, contact the Help Desk: 937-775-4827 or 1-888-775-4827

Section B: Student/Spouse Family Size Information

- List name(s), age(s), SSN, etc. of spouse, if married.

Table with 4 columns: Relation, First and Last Name, Age, Last 4 of SSN. Row 1: Spouse, [blank], [blank], XXX - XX - [blank]

- List your dependent children if they live with you (or live apart because of college enrollment), they receive more than half of their support from July 1, 2024 - to June 30, 2025 from you, and they will continue to receive more than half of their support from you during the award year.
List other people who live with you, who receive more than half their support from July 1, 2024 - June 30, 2025, from you, and who will continue to receive more than half of their support from you during the award year.
NOTE: Do not include any unborn children in the family size.

Table with 3 columns: First and Last Name (Other Family Members), Age, Relationship to Student. Multiple empty rows for data entry.

If more space is needed, please attach a separate page.

Section C: Certification

Each person signing below certifies that all of the information reported is complete and correct. If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Signatures cannot be typed.

Student Signature Date Spouse Signature (optional) Date

Student Name: \_\_\_\_\_ UID: \_\_\_\_\_

**Section D: Untaxed Distributions – IRAs, Pensions, Annuities (2022 IRS Form 1040, Lines 4a and 5a minus 4b and 5b)**

Student (Both student and spouse, if taxes filed jointly)	Spouse (If taxes are filed separately)
<input type="checkbox"/> No IRA, Pension, Annuity Rollover <input type="checkbox"/> Yes, IRA, Pension, Annuity Rollover \$ _____	<input type="checkbox"/> No IRA, Pension, Annuity Rollover <input type="checkbox"/> Yes, IRA, Pension, Annuity Rollover \$ _____

**Section E: Tax Filing Information for 2022**

Student must complete this section	
<b>Student 2022 Taxes</b>	<input type="checkbox"/> <b>Student filed a 2022 tax return</b>  Provide <b>one</b> of these tax documents <ul style="list-style-type: none"> <li>Use the Direct Data Exchange on the 2024-2025 FAFSA</li> <li>Send a copy of the 2022 Federal IRS Tax Return Transcript</li> <li>Send hand-signed, 2-page copy of Federal IRS Form 1040 Tax Return; include schedules 1, 2, &amp; 3, if filed with the tax return</li> </ul>
	<p>The student did not file AND <u>was not required</u> to file a 2022 income tax return with the IRS.</p> <input type="checkbox"/> Spouse was not employed and had no income from work in 2022. <input type="checkbox"/> Spouse worked in 2022 →→→→ <input type="checkbox"/> W-2s attached <small>REQUIRED IF TAX RETURN NOT FILED</small>
	<p><b>Add 2022 employment information below (if no tax return was filed).</b>  <b>List every employer even if the employer did not issue an IRS W-2 form.</b></p> <p>Employer _____ Amount earned \$ _____</p> <p>Employer _____ Amount earned \$ _____</p> <p>Employer _____ Amount earned \$ _____</p>

Spouse must complete this section	
<b>Spouse 2022 Taxes</b>	<input type="checkbox"/> <b>There is no spouse in the household</b>  <input type="checkbox"/> <b>Spouse filed a 2022 tax return</b>  Provide <b>one</b> of these tax documents <ul style="list-style-type: none"> <li>Use the Direct Data Exchange on the 2024-2025 FAFSA</li> <li>Send a copy of the 2022 Federal IRS Tax Return Transcript</li> <li>Send hand-signed, 2-page copy of Federal IRS Form 1040 Tax Return; include schedules 1, 2, &amp; 3, if filed with the tax return</li> </ul>
	<p>Spouse did not file AND <u>was not required</u> to file a 2022 income tax return with the IRS.</p> <input type="checkbox"/> Spouse was not employed and had no income from work in 2022. <input type="checkbox"/> Spouse worked in 2022 →→→→ <input type="checkbox"/> W-2s attached <small>REQUIRED IF TAX RETURN NOT FILED</small>
	<p><b>Add 2022 employment information below (if no tax return was filed).</b>  <b>List every employer even if the employer did not issue an IRS W-2 form.</b></p> <p>Employer _____ Amount earned \$ _____</p> <p>Employer _____ Amount earned \$ _____</p> <p>Employer _____ Amount earned \$ _____</p>

**Tips for Completing the Verification Worksheet**

Verification is a process required by the U.S. Department of Education to confirm that the information reported on the FAFSA is accurate. The U.S. Department of Education randomly selects students for this process. The Office of Financial Aid begins verifying FAFSA information after receiving all requested forms and documentation.

See the Verification Worksheet for the corresponding sections B, D, and E below.

**Section B. Student/Spouse Family Size Information:**

- When determining if you provide more than half support for dependent children or other persons, support includes housing, utilities, cell service, transportation, food, clothing, medical, childcare, and personal expenses.
- Do not include foster children for whom the parent(s) received a subsidy.

**Section D: Untaxed Distributions from IRAs, Pensions, Annuities**

**Untaxed IRA Distributions** = 2022 IRS Tax Form 1040 (line 4a minus line 4b)

**Untaxed Pensions and Annuities** = 2022 IRS Tax Form 1040 (line 5a minus line 5b)

**NOTE:** If the student's and/or spouse's tax return(s) show a **ROLLOVER** for all or part of the untaxed amount (calculated above), check the box for IRA/Pension Rollover on the Verification Worksheet and add the rolled over amount to the worksheet.

**Section E: FAFSA Requirements for the Student and/or Spouse Who DID FILE a 2022 Tax Return**

**Provide official tax information → 3 options:**

- 1.) Use the Direct Data Exchange on the FAFSA to transfer tax information
- 2.) Obtain the \*IRS Tax Return Transcript for 2022 and submit a copy to Enrollment Services
- 3.) Submit a copy of the 2022 tax return, Form 1040, that was filed with the IRS
  - ✓ Requires taxpayer signature or signature/credentials of a tax professional who prepared the return
  - ✓ Must also submit copies of Schedules 1, 2, and 3, if any of them were used for the tax return

**Section E: FAFSA Requirements for the Student and/or Spouse Who DID NOT FILE a 2022 Tax Return**

**Student/spouse who earned money from work in 2022 but did not file a tax return:**

Sometimes wage earners do not earn enough to require them to file a tax return, or their income is not taxable.

**For earnings from work → two steps:**

- 1.) Must provide copies of all W-2s for 2022 (or the IRS Wage & Income Transcript)
- 2.) On the Verification Worksheet, list the names of all employers and amounts earned for 2022, even if the employer did not issue a W-2.

**RESOURCES**

<b>*IRS Tax Transcripts Wage &amp; Income Transcript</b>	Order the Tax Return Transcript, Tax Account Transcript, IRS Verification of Non-Filing, and Wage and Income Transcript for W-2s <a href="https://www.irs.gov/individuals/get-transcript">https://www.irs.gov/individuals/get-transcript</a>
<b>Financial Aid Dashboard on Wings</b>	Track verification status on student's Financial Aid Dashboard on WINGS. The student will be contacted if more information is needed.
<b>Deadline and Processing Timeframes</b>	<a href="https://www.wright.edu/enrollment-services/financial-aid/important-dates">https://www.wright.edu/enrollment-services/financial-aid/important-dates</a>