

# Verification Worksheet 2024-2025

COLLEGE for Creative STUDIES

## Office of Financial Aid

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Main Campus

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Detroit, MI 48202

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The following information is required as your Free Application for Federal Student Aid (FAFSA) was selected by the US Dept. of Education for review. This process is called Verification and we cannot process your financial aid until Verification has been completed. **Please provide the following information and required documents within 5 business days of receipt of notification to prevent any delays in processing your financial aid.**

Last Name	First Name	MI	CCS ID Number
Address			Email Address
City	State	Zip	
( )			( )
Phone Number	Alternate Phone Number		

**Family Size Information** to be listed in box below (If more space is needed, provide a separate page with the student's name and ID number at the top)

**Dependent\* Students:** (\*You are generally a Dependent student if you are younger than 24 years of age) (NOTE: Support includes money, gifts, loans, housing, food, clothes, care, medical and dental care, payments of college costs, etc. for the timeframe of the academic year, which is from July 1, 2024 – June 30, 2025). Include the following:

- **Yourself**
- Your **Parent(s)** If your parents are divorced, list the parent who provided you the most financial support during the last 12 months. If both parents provide equal support list the parent who had the higher income over the last twelve months.
- **Sibling(s)**, if the parent(s) will provide more than half their support from July 1, 2024 – June 30, 2025
- **Other dependent(s)**, if your parent(s) will provide more than half their support from July 1, 2024 – June 30, 2025

**Independent Students:** (NOTE: Support includes money, gifts, loans, housing, food, clothes, care, medical and dental care, payments of college costs, etc. for the timeframe of the academic year, which is from July 1, 2024 – June 30, 2025). Include the following:

- **Yourself**
- **Spouse**, if you are legally married
- **Child(ren)**, if all of the following are true:
  - that live with you (or live apart because of college enrollment);
  - that receive more than half of their support from you (and your spouse); and
  - that will continue to receive more than half their support from you (and your spouse) during the academic year
- **Other dependent(s)**, if all of the following are true:
  - that live with you;
  - that receive more than half of their support from you (and your spouse); and
  - that will continue to receive more than half their support from you (and your spouse) during the academic year

Full Name	Age	Relationship
1.		Self
2.		
3.		
4.		
5.		
6.		
7.		
8.		

## Verification of 2022 Income Information for Student

### I. **Student** (and Spouse, *if applicable*) Income Information Section:

Check the appropriate box(es) below and provide the requested documentation for student and spouse, as applicable:

- I/We (student/spouse) consented to use the Direct Data Exchange (DDX) to transfer **2022** federal tax information onto the FAFSA. (If the DDX was successfully used, most likely no further documentation is needed.)

Student       Spouse

- I/We (student/spouse) have attached copy of the **2022** IRS Tax Return Transcript

Student       Spouse

A 2022 IRS Tax Return Transcript may be obtained through:

- Get Transcript by Mail: Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.

- Get Transcript Online: Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.

- Automated Telephone Request: 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.

- Paper Request Form: IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

- I/We (student/spouse) have attached a **signed & dated** 2022 Federal Tax Return and applicable schedules

Student       Spouse

### II. **Below Section ONLY for Student/Spouse Non-Tax Filers:**

Check the appropriate box(es) below and provide the requested documentation for student and spouse, as applicable:

- I/We (student/spouse) **did not** and **I am certifying that I was not required to file a 2022 Federal Tax Return** because I was not employed and had no income earned from work in 2022.

Student       Spouse

- I/We (student/spouse) was **employed** in 2022 and had income, but **I am certifying, by signing this worksheet, that I was not required to file a 2022 Federal Tax Return**, and have listed below 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.

- Provide copies of all 2022 IRS W-2 forms issued to the student and 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.

Student       Spouse

Employer's Name	IRS W-2 or Equivalent Document Provided?	Annual Amount Earned in 2022
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

## Verification of 2022 Income and Information for Parent(s)

### III. **Parent(s)**, listed on 2024-2025 FAFSA, Income Information Section:

Check the appropriate boxes below and provide the requested documentation for parent(s) on FAFSA:

- I/We [parent(s)] consented to use the Direct Data Exchange (DDX) to transfer **2022** federal tax information onto the FAFSA. (If the DDX was successfully used, most likely no further documentation is needed.)

Parent 1       Parent 2

- I/We [parent(s)] have attached a copy of the **2022** IRS Tax Return Transcript

Parent 1       Parent 2

A 2022 IRS Tax Return Transcript may be obtained through:

• Get Transcript by Mail: Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.

• Get Transcript Online: Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.

• Automated Telephone Request: 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.

• Paper Request Form: IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

- I/We [parent(s)] have attached a **signed & dated** 2022 Federal Tax Return and applicable schedules

Parent 1       Parent 2

### IV. **Below Section ONLY for Parent Non-Tax Filers:**

- I/We [parent(s)] **did not** and **I am certifying that I was not required to file a 2022 Federal Tax Return** because I was not employed and had no income earned from work in 2022

Parent 1       Parent 2

- I/We [parent(s)] was **employed** in 2022 and had income, but **I am certifying, by signing this Worksheet, that I was not required to file a 2022 Federal Tax Return**, and have listed below 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.

- 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.

Parent 1       Parent 2

Employer's Name	IRS W-2 or Equivalent Document Provided?	Annual Amount Earned in 2022
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

## Certifications and Signatures

- IV. **Each person signing below certifies that all of the information reported on all parts of this form is complete and accurate.** The student and at least one parent/contributor whose information was reported on the 2024-2025 FAFSA must sign and date this worksheet.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Spouse Signature

\_\_\_\_\_  
Date

**\*\* Any portion of this form left blank may be returned to the student for review/completion. \*\***

**WARNING:** It is a Federal offense to purposely falsify or provide any misleading information on this form

### Important:

- Additional documentation may be requested by the financial aid office upon review of your worksheet and income information
- Tax information or any other type of documentation with sensitive information on it, we recommend that you/your parent password protect the documentation, if emailing, and send the password in a separate email to our office.
- You should make copies of all of your documentation submitted for your records
- Please see below section for instructions if any of the three listed tax situations applies for you or your parent(s)

### Additional Tax Information for Specific Situations:

- **Individuals Granted a Filing Extension by the IRS**

An individual who is required to file a 2022 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2022, must provide:

- A signed statement listing the sources of any 2022 income and the amount of income from each source;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2022;
- A copy of IRS Form W-2 for each source of employment income received or an equivalent document for tax year 2022; and
- If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2022.

- **Individuals Who Filed an Amended IRS Income Tax Return**

An individual who filed an amended IRS income tax return for tax year 2022 must provide a signed copy of the 2022 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS or documentation from the IRS that include the change(s) made by the IRS, in addition to one of the following:

- Updated income and tax information from the IRS on an ISIR record with all tax information from the original tax return;
- A **2022 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; or
- A signed copy of the 2022 IRS Form 1040 and the applicable schedules that were filed with the IRS.

- **Individuals Who Were Victims of IRS Tax-Related Identity Theft**

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS or, if unable to obtain a TRDBV, an equivalent document provided by the IRS or a copy of the signed 2022 income tax return and applicable schedules the individual filed with the IRS; **and**
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.