

The U.S. Department of Education has selected your 2024-25 Free Application for Federal Student Aid (FAFSA) for verification, requiring that we check the accuracy of certain information reported on your FAFSA. Our office will compare your FAFSA with the information on this worksheet and with other required documents, making corrections if needed. You and at least one parent (if you are a dependent student) whose information was reported on the FAFSA must complete and sign this worksheet, attach any required documents, and submit all to the UE Office of Student Financial Services within 45 days of notification. Your 2024-25 financial aid is not final and will not be disbursed until this is completed. We may ask for additional information after you return this form. Verification policy is available at [evansville.edu/student-financial-services/policies.cfm](http://evansville.edu/student-financial-services/policies.cfm).

- Parents are defined as the parent(s) (and stepparent, when applicable). In cases of divorce or separation, the FAFSA parent is whomever provided more support in the last year.
- If more space is needed, attach a separate page with the student's name and UE student ID at the top.

Student's Last Name	Student's First Name	Student's M.I.	UE Student ID Number
( ) -	( ) -		
Student's Home Telephone	Student's Alternate or Cell Phone Number		Student's Email

### A. Student's Family Size

Complete the chart below by listing those who will be in your household (see the dependent student and independent student sections below for who to include) between July 1, 2024, and June 30, 2025.

Full Name	Age	Relationship to You
1. You:		Self
2.		
3.		
4.		
5.		
6.		
7.		

Check this box if there are more than **seven** family members. Attach a list of these people, providing the same information as requested above for each person.

**Dependent Student:** Include those listed below.

- **Parents:** If your parents are separated or divorced, list only the parent (and stepparent, if applicable) determined as FAFSA parent.
- **Siblings:** Those who receive more than half of their support from your parents or who would be required to provide your parents' information on their FAFSA, even if they no longer reside in your household.
- **Others:** Those who now live with and receive more than half of their support from your parents and will continue to receive this support between July 1, 2024, and June 30, 2025, even if they are not claimed on your parents' tax return.

**Independent Student:** Include those listed below.

- **Yourself**
- **Spouse:** If you are married.
- **Children:** Those who receive more than half of their support from you even if they are not claimed on your income tax return.
- **Others:** Those who now live with and receive more than half of their support from you and will continue to receive this support between July 1, 2024, and June 30, 2025, even if they are not claimed on your tax return.

## B. Student's Income Information

Did you, the student, (and, if married, spouse) file a 2022 Tax Return?

**If yes** – Check one option indicating how you will provide tax data (*Do not complete wages chart*).

- FUTURE Act Direct Data Exchange (fafsa.gov)
- 2022 IRS Tax Return Transcript (irs.gov) and all 2022 W-2s
- Signed copy of 2022 federal tax return, all applicable schedules and all 2022 W-2s.

(If amended 2022 federal tax return filed, submit a signed copy of 2022 1040X.)

**If no** – Check one option to indicate if wages were or were not earned.

- I **was not/We were not employed**, had no income from work in 2022, have not filed, and am not required to file a 2022 income tax return.
- I **was/We were employed** in 2022 but will not, and am not required to file a 2022 income tax return. Listed below are the sources of income earned from work of all my/our employers and the amount from each in 2022 and **W-2s are attached**.

Sources to include in income earned from work are found on page three.

Recipient Name	Source ( <i>Only complete chart if no tax return filed. Must provide W-2(s)</i> )	2022 Amount
John Smith	Suzy's Auto Body Shop (example)	\$2,041.17 (example)

## C. Parent's Income Information

Did your parent(s) file a 2022 Tax Return?

**If yes** – Check one option indicating how parent(s) will provide tax data. (*Do not complete wages chart*.)

- FUTURE Act Direct Data Exchange (fafsa.gov)
- 2022 IRS Tax Return Transcript (irs.gov) and all 2022 W-2s
- Signed copy of 2022 federal tax return, all applicable schedules and all 2022 W-2s.

(If amended 2022 federal tax return filed, submit a signed copy of 2022 1040X.)

**If no** – Check one option indicating income earned.

- Parent(s) **was not employed**, had no income from work in 2022, has not filed, and is not required to file a 2022 income tax return.
- Parent(s) **was employed** in 2022 but will not, and is not required to file a 2022 income tax return. Listed below are the sources of income earned from work and the amount from each in 2022 and **W-2s are attached**.

Sources to include in income earned from work are found on page three.

Parent Name	Source ( <i>Only complete chart if no tax return filed. Must provide W-2(s)</i> )	2022 Amount
Jane Smith	Suzy's Auto Body Shop (example)	\$28,487.22 (example)

## D. Certification and Signatures

I/We certify that all of the information reported on this worksheet is complete and correct. The student and one parent (if dependent student) whose information was reported on the FAFSA must sign this worksheet. WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
FAFSA Parent 1/Spouse's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
FAFSA Parent 2 Signature

\_\_\_\_\_  
Date

**Return to:**

University of Evansville  
Office of Student Financial Services  
1800 Lincoln Avenue • Evansville, Indiana 47722

**Contact our office:**

Phone: 812-488-2364 • Toll free: 800-424-8634  
Fax: 844-433-7153  
Email: studentfinancialservices@evansville.edu

## CONFIRMING 2022 INCOME FOR INCOME TAX FILERS

When the FAFSA processor selects a student's FAFSA for verification, the college is obligated to check certain information about the household and family income before finalizing the student's financial aid. See options 1, 2, and 3 below for acceptable methods of verifying income for tax filers. See Option 4 for documentation required when an amended tax return is filed.

### OPTION 1 – FUTURE Act Direct Data Exchange (FA-DDX)

In most cases, no further documentation is needed to verify 2022 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS. If prompted to manually enter tax information, please see option 2 or 3 below.

**W-2s are required for each option below.**

### OPTION 2 – OBTAIN A TAX RETURN TRANSCRIPT FROM THE IRS

To obtain an IRS tax return transcript, go to IRS.gov and click on the "Get Your Tax Record" link or call 1-800-908-9946. You can choose to "Get Transcript Online" or "Get Transcript by Mail." The first option allows you to immediately print or save a pdf version of your transcript, which you can either mail or fax to our office. Make sure to request the "IRS tax return transcript" and not the "IRS tax 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. You will need your social security number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2022 IRS tax return was filed). If parents are married but filed separate 2022 tax returns, 2022 IRS tax return transcripts must be submitted for each parent.

\*If you filed an amended tax return, also submit a signed copy of 2022 1040X.

### OPTION 3 – SIGNED TAX RETURN

Provide a signed copy of the federal tax return (1040 or 1040-SR) and all applicable schedules. If this is the selected method, please send via our secure fax line or by mail for security of data.

\*If you filed an amended tax return, also submit a signed copy of 2022 1040X.

## CONFIRMING 2022 INCOME FOR NON-FILERS

**Provide all W-2s issued by employers for wages earned in 2022.**

If W-2s are not able to be obtained by employer(s), you may request a wage and income transcript from the IRS, which is their version of your W-2. This may be requested by selecting option 8 on Form 4506-T.

**Income earned from work also includes the following:**

- Income not reported on W-2
- Household employee wages
- Tip income
- Medicaid waiver payments
- Taxable dependent care benefits from Form 2441, line 26
- Employer provided adoption benefits from Form 8839, line 29
- Wages from Form 8919, line 6
- Other earned income
- Business income/loss
- Farm income/loss

## VICTIMS OF IDENTITY THEFT

Contact the Office of Student Financial Services for instructions on providing tax data.