UNIVERSITY OF SOUTHERN MAINE

2024-2025 DEPENDENT Verification Worksheet V- ☐
Federal Student Aid Programs

Your Free Application for Federal Student Aid (FAFSA) was selected by the U.S. Dept. of Education for a review process called "Verification". In this process, the Student Financial Services Office will be reviewing information from your application and collecting additional documentation. If there are differences between your application information and your financial documents, FAFSA corrections may need to be made. **We cannot process financial aid until verification has been completed. Please provide the required documents as soon as possible.**

PLEASE SEE ATTACHED INSTRUCTIONS FOR ADDITIONAL DETAILS.

Section A: Student Information (V1, V4, V5)

Last Name	First Name	M.I.	Student ID Number
Address (include apt. no.)			Date of Birth
			( )
City	State	Zip Code	Preferred Phone Number

Section B: Family Information (V1, V4, V5)

Item 1: List the people in your <u>parent(s)' household</u>, from July 1, 2024 through June 30, 2025. **Include:**

- Yourself;
- Your parent(s), including stepparent, (as listed on your FAFSA) even if you don't live with your parent(s);
- Your parent(s)' dependent children who live with your parent(s) (or live apart because of college enrollment) and receive more than half of their support and will continue to receive more than half of their support from your parent(s) during the 2024-2025 year;
- Other people if they live with your parent(s) and receive more than half of their support and will continue to receive more than half of their support from your parent(s) during the 2024-2025 year.

Full Name	Age	Relationship
Missy Jones (example)	*18*	*Sister*
		Self

To determine family size, the provided criteria for "dependent children" or "other persons" align with whom the parent could claim as a dependent on a U.S. tax return if the parent were to file a U.S tax return at the time of completing the 2024-2025 FAFSA.

Section C: Student's Income - (V1, V5)

Check the ONE box that applies:

☐ I filed a 2022 federal income tax return and have consented for my *Federal Tax Information (FTI)* to be transferred to the FAFSA. **If 2022 income tax return information was not available or could not be used, I will provide a 2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules.**

☐ I did not file and **was not required to file** a 2022 federal income tax return. For any income earned from work, **I have attached my 2022 W-2s from all employers and completed the box below.**

Employer's Name	2022 Amount Earned	W-2 Provided by Employer?
Suzy's Auto Body Shop (example)	*$2000.00*	*Yes*

Section D: Parent's Income - (V1, V5)

Check the ONE box that applies:

☐ My parent(s) have filed a 2022 federal income tax return and have consented for their *Federal Tax Information (FTI)* to be transferred to the FAFSA. **If 2022 income tax return information was not available or could not be used, my parents will provide a 2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules.**

☐ My parent(s) did not and **are not required to file** a 2022 federal income tax return**.** For any income earned from work, **I have attached my parent(s)' 2022 W-2s from each employer and completed the box below.**

Employer's Name	2022 Amount Earned	W-2 Provided by Employer?
Suzy's Auto Body Shop (example)	*$2000.00*	*Yes*

For other sources and amounts of earnings, other income, and resources that supported my parent(s) for the 2022 tax year, **I have listed the source and amount below.**

Other Income and Financial Resources	2022 Amount

Section E: Certification and Signatures – (V1, V4, V5)

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent whose information was reported on the FAFSA 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 Signature **Date**

_____ _____

Parent Signature **Date**

Return by mail to: **USM Student Financial Services Office, 37 College Ave., Gorham, ME 04038 Phone: (207) 780-5250** or https://usm.maine.edu/student-financial-services/university-of-southern-maine-financial-aid-secure-document-upload/

UNIVERSITY OF SOUTHERN MAINE

2024-2025 DEPENDENT Verification Instructions
Federal Student Aid Programs

What you should do:

1. Log in to MaineStreet and view which Verification Group is noted on your To Do list.
2. On the top right corner of the worksheet indicate which Verification Group is noted on your To Do list and complete ONLY the sections of this worksheet required for the Verification Group.
3. Contact us if you have questions about completing the worksheet at (207) 780-5250.
4. Please submit the completed and signed worksheet to the Student Financial Services Office:

   USM, Student Financial Services Office
   37 College Ave.
   Gorham, ME 04038

   or through our secure dropbox at https://usm.maine.edu/student-financial-services/university-of-southern-maine-financial-aid-secure-document-upload/

For students and/or parents who filed a 2022 Federal Tax Return:

Federal Tax Information (FTI). Check your MaineStreet "To Do" list for requested documentation. If tax documentation is requested, you can provide one of the following:

A: Federal Tax Return. Provide a **SIGNED** copy of the 2022 Federal Tax Return IRS Form 1040 (Pages 1 and 2) with Schedule 1 and Form 8863 (if filed). Clearly print your name and student ID number at the top of the page before submitting the document to USM.

B: IRS Tax Return Transcript. Go to www.IRS.gov, select "Get Your Tax Record" link, or call 1-800-908-9946 to request a 2022 IRS Tax Return Transcript. Make sure to request the 2022 IRS Tax "Return" Transcript (NOT the IRS Tax "Account" Transcript). Clearly print your name and student ID number at the top of the page before submitting the document to USM.

Important Notes:

- If you or your parent(s) filed, or will file, an amended 2022 federal tax return, have been the victim of IRS identity theft in 2022, filed a foreign tax return, or have been granted an extension beyond the automatic six-month extension for tax year 2022, you must contact the Student Financial Services Office for specific instructions.
- If two parents were reported in Section B of the verification worksheet, the instructions refer and apply to both parents. If the parents had a change in marital status after December 31, 2022, please contact the Student Financial Services Office.

For students and/or parents who did not and were not required to file a 2022 Federal Tax Return:

Dependent students who did not file a 2022 federal tax return and had earned income from work:

In section C list every employer and the amounts earned in 2022, even if the employer did not issue you a 2022 W-2. You must attach a copy of the W-2 for each employer that was required to provide a W-2. If you no longer have the W-2, request a copy from the employer. If more space is needed, attach a separate page with the student's name and ID Number at the top.

Parents of dependent students who did not file a 2022 federal tax return:

If parents earned income in 2022, in section D list every employer and the amounts earned in 2022, even if the employer did not issue you a 2022 W-2. You must attach a copy of the W-2 for each employer that was required to provide a W-2. If you no longer have the W-2, request a copy from the employer. If more space is needed, attach a separate page with the student's name and ID number at the top.