



# Verification Form 2024-2025

**Financial Aid Office**  
**Phone: (208) 524-3000 ext. 7**  
**Toll Free: 1-800-662-0261**  
**Fax: (208) 525-7026**  
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1600 S. 25<sup>th</sup> E. Idaho Falls, Idaho 83404

First Name	Last Name	Student ID	Last 4 SSN	Phone Number
			XXX-XX-	

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we must ask you to confirm the information you reported on your FAFSA. To verify the information you provided, the financial aid office will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Financial Aid Office. If you have questions about verification, contact our office as soon as possible so that your financial aid will not be delayed.

**INSTRUCTIONS:**

- ❖ Complete Sections 1-3 and sign the Verification Form
- ❖ Carefully read all instructions as errors can delay processing of your financial aid.
- ❖ Submit the completed form along with any other requested documents.
- ❖ Please allow 3-4 weeks for processing.

<b>Section 1- Family Size</b>	Write the names of all family members in the household <b>as of today</b> . Include age, relationship to the student, and college attending (if applicable).
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The provided criteria for “dependent children” or “other persons” align with the requirement that family size align with whom the student could claim as a dependent on a U.S. tax return if the student were to file a U.S. tax return at the time of completing the 2024-2025 FAFSA. As a result, the student should not include any unborn children in the family size.

**Independent students, include the following:**

- You and your spouse, if married;
- Dependent children that will receive more than half of their support from you
- Other people if they now live with you, you provide more than half of their support, and you will continue to provide more than half their support from July 1, 2024 through June 30, 2025.

**Note:** You are considered a **DEPENDENT** student if:

- You were born after January 1, 2001,
- You are not married at the beginning of the 2024-2025 school year
- You are not working on a master’s or doctorate program,

- You are not currently serving on active duty in the U.S. Armed Forces
- You do not have children or other people who receive more than half their support from you now and between July 1, 2024-June 30, 2025

**Dependent students, include the following:**

- Yourself, even if you do not live with your parents
- Your parent(s) – including biological, adoptive, and/or step-parent if applicable, 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 between July 1, 2024 and June 30, 2025 or the children would be required to provide parental information if they were completing a 2024-2025 FAFSA. 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.

Full Name	Age	Relationship to Student	Name of College Attending August 2024-July 2025
1.		<b>SELF</b>	<b>CEI</b>
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Section 2 – Tax & Income Information			Instructions below apply to student, student’s spouse (if married) and each parent included in the household. Notify the Financial Aid Office if the student/spouse or parents filed separate IRS income tax returns for 2022 or had a change in marital status after December 31, 2022
Student	Spouse (if applicable)	Parent(s) (of dependent student)	
			I have filed a 2022 Tax Return and provided consent and approval on the FAFSA form for the FUTURE Act – Direct Data Exchange (FA-DDX)
			<p>My 2022 income tax return information was not available or could not be used. I will provide CEI with a <b>2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 Income Tax Return and applicable schedules.</b></p> <p>A <b>2022 IRS Tax Return Transcript</b> may be obtained by:</p> <ul style="list-style-type: none"> <li>➤ <i>Getting Transcript Online</i> – Go to <a href="http://www.irs.gov">www.irs.gov</a>, click “Get Your Tax Record.” Click “Get Transcript Online.” Make sure to request the “Return Transcript” and <b>NOT</b> “Account Transcript.” Follow instructions on website to log in.</li> <li>➤ <i>Getting Transcript my Mail</i> – Got to <a href="http://www.irs.gov">www.irs.gov</a>, click “Get Your Tax Record.” Click “Get Transcript by Mail.” Make sure to request the “Return Transcript” and <b>NOT</b> “Account Transcript.” The transcript is generally received with 10 business days from the IRS’s receipt of the online request.</li> <li>➤ <i>Automated Telephone Request</i>: Call 1-800-908-9946. The transcript is generally received with 10 business days from the IRS’s receipt of the telephone request.</li> </ul>
			<p>I <u>did not</u> file a 2022 Federal Tax Return, but I earned taxable income for 2022. I will:</p> <ul style="list-style-type: none"> <li>• Submit all 2022 W-2 form(s) and other earnings statement.</li> <li>• Fill out Section 4 below, titled ‘Income for Non-Tax Filers’.</li> <li>• Submit IRS Verification of Non-filing Letter discussed below (Independent Student)</li> </ul> <p>A <b>Verification of Non-filing Letter*</b> may be obtained by:</p> <ul style="list-style-type: none"> <li>➤ Going online at <a href="http://www.irs.gov/individuals/get-transcript">http://www.irs.gov/individuals/get-transcript</a> <ul style="list-style-type: none"> <li>• Select “<b>Get Transcript Online</b>” This link will allow you to print out that the IRS has no record of taxes filed for the year requested. Or print <i>ISR Form 4506-T</i> and submit to IRS for a letter to be mailed to you.</li> </ul> </li> </ul> <p><b>* Dependent Students are not required to provide a Verification of Non-filing Letter</b></p>
			<p>I did not have any taxable income in 2022. I will provide a <b>Verification of Non-filing Letter.</b> * Directions to obtain this letter are discussed in the box above. <b>* Dependent Students are not required to provide a Verification of Non-filing Letter</b></p>

Section 3- Income for Non-Tax Filers		Complete this section if the student/spouse or parent <u>are not required</u> to file a 2022 income tax return with the IRS, but earned taxable income.	
Employee’s Name	Employer’s Name	2022 Income	2022 W-2 Attached?
		\$	
		\$	
Total Amount of Income Earned from Work			\$

**Certifications and Signatures**  
Each person signing this form certifies that all of the information reported is complete and correct. The student and one parent (if dependent student) whose information was reported on the FAFSA must sign and date.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Needed for dependent students only)

**WARNING: If you purposely provide false or misleading information, you may be subject to a fine, imprisonment, or both.**

<b>Financial Aid Office Use Only</b>	Received By: _____	Date: _____	Documentation Received <input type="checkbox"/>
CPS Correction Submitted <input type="checkbox"/>	Date: _____	ISIR Received <input type="checkbox"/>	Reject Cleared <input type="checkbox"/>
Awarded: <input type="checkbox"/>	Date: _____	Email Notification <input type="checkbox"/>	Processed By: _____