

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 reported on your FAFSA. To verify that you provided correct information, the financial aid administrator at Saint Peter's University will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information will be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Office of Financial Aid. Saint Peter's University may ask for additional information. If you have questions about verification, contact our office as soon as possible so that your financial aid will not be delayed.

**STUDENT INFORMATION**

Last Name

First Name

SPIRIT ID Number

Contact Number

**FAMILY SIZE**

List below your family size. Include:

- The student.
- The student's parents, even if the student is not living with them. Exclude a parent who has died or is not living in the household because of separation or divorce. Include a parent who is on active duty in the U.S. Armed Forces apart from the family.
- If a parent is remarried, include stepparent. If legal parents are not married but live together, include both.
- The student's siblings if the following are true:
  - They live with the student's parents (or live apart because of college enrollment),
  - They receive more than half of their support from the student's parents, and
  - They will continue to receive more than half their support from the student's parents during the award year.
- Other persons if the following are true:
  - They live with the student's parents,
  - They receive more than half of their support from the student's parents, and
  - They will continue to receive more than half their support from the student's parents during the award year.

The provided criteria for "dependent children" or "other persons" align with the requirement that family size 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. As a result, the parent should not include any unborn children in the family size.

Full Name	Age	Relationship
		<i>Self</i>

**STUDENT INFORMATION**

Last Name

First Name

SPIRIT ID Number

Contact Number

**STUDENT'S INCOME INFORMATION**

**Important Note:** The instructions below apply to the student and spouse (if the student is married). Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2022 or had a change in marital status after December 31, 2022.

**TAX RETURN FILERS**—Complete this section if the student and spouse filed or will file a 2022 IRS income tax return(s). As part of federal student aid eligibility, students, and spouses (as appropriate), will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the student and spouse filed separate 2022 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. 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 2022 income tax return information for the student (or spouse, if applicable) was not available or could not be used, the student should provide the institution with a 2022 IRS Tax Return Transcript(s) and applicable schedules.

- The student's 2022 income and tax information was imported from the IRS to the FAFSA form **OR** the student's 2022 income and tax information was not available or could not be used and therefore the student will provide the institution with a **2022 IRS Tax Return Transcript**. (To obtain an IRS Tax Return Transcript, go to [www.irs.gov/transcript](http://www.irs.gov/transcript) or call 800-908-9946. Turn to page 3 for more options.)

**STUDENT NON-TAX FILERS**— The instructions and certifications below apply to the student and spouse (if the student is married.) Complete this section if the student and spouse will not file and are not required to file a 2022 income tax return with the IRS.

**Check the boxes that apply:** if the student will not file and is not required to file a 2022 income tax return with the IRS:

- The student and spouse were not employed and had no income earned from work in 2022.
- The student was employed in 2022, but has not filed and is not required to file a 2022 income tax return. List 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. List every employer even if the employer did not issue an IRS W-2 form. **Provide copies of all 2022 IRS W-2 forms issued to the student by their employers.**

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2022
Total Amount of Income Earned From Work		\$

**PARENT(S)' INCOME INFORMATION**

**Important Note:** The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2022 or had a change in marital status after December 31, 2022.

**TAX RETURN FILERS**— Complete this section if the parents filed or will file a 2022 IRS income tax return(s). As part of federal student aid eligibility, parents will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the parents filed separate 2022 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. 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 2022 income tax return information for the parents was not available or could not be used, the parents should provide the institution with a 2022 IRS Tax Return Transcript(s) and applicable schedules.

- The parents' 2022 income and tax information was imported from the IRS to the FAFSA form **OR** the parents' 2022 income and tax information was not available or could not be used and therefore the parent will provide the institution with a **2022 IRS Tax Return Transcript**. (To obtain an IRS Tax Return Transcript, go to [www.irs.gov/transcript](http://www.irs.gov/transcript) or call 800-908-9946. Turn to page 3 for more options.)

**TAX RETURN NONFILERS**—Complete this section IF the student's parent(s) will not file and is not required to file a 2022 income tax return with the IRS.

**Check the box that applies:**

- The parent(s) was not employed and had no income earned from work in 2022.  
*\*Please submit a 2022 IRS Verification of Non-Filing Letter – complete IRS Form 4506-T. Visit our website for instructions.\**
- The parent(s) was employed in 2022 and received W2s and has listed below the names of all the parent's employers, the amount earned from each W-2 form is attached. Attach copies of all 2022 IRS W-2 forms issued to the parent(s) by employer(s). List every employer even if they did not issue an IRS W-2 form. *\*Please submit a 2022 IRS Verification of Non-Filing Letter – complete IRS Form 4506-T. Visit our website for instructions.\**

Employer's Name and/or Source of Untaxed Income	2022 Amount	IRS W-2 Provided?

**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.

**CERTIFICATIONS AND SIGNATURES**

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date. These signatures authorize Saint Peter's University to make any appropriate changes to the originally reported FAFSA data as a result of the verification review process.

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
SPIRIT ID Number

\_\_\_\_\_  
Student's Signature (Required, digital signatures **not** accepted)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (Required, digital signatures **not** accepted)

\_\_\_\_\_  
Date

