

**WHAT IS VERIFICATION?**

Verification is a federally mandated process by which aid offices compare information reported on the student's Free Application for Federal Student Aid (FAFSA) with tax documents and this worksheet. Your application has been selected for verification. **We cannot finalize your federal financial aid until you submit all required documentation.** Additional documents may be requested after your initial submission; students should monitor Banner regularly for updates.

**DEADLINES:** Students that do not complete verification by the established deadline forfeit federal financial aid, including loans. Deadline details and general FAQs are available at <http://financialaid.buffalostate.edu/verification>.

**Steps to Complete Verification**

1. Complete all sections ( **A – D** ) of this form.

**Dependent students:** data required of parent/step-parent, siblings, and all others living in the household

**Independent students:** (if applicable) data required of spouse, children, and all others living in the household

2. Collect the required **tax documents from 2022** – use tables on next page

Table 1 – dependent students

Table 3 – independent students

Table 2 – parents of dependent

Table 4 – spouses (if married) of independent

**Who should be listed on the Household Information Chart on this form, Section B?****a) List Yourself:**

- **Dependent Student** - even if you do not live with your parents
- **Independent Student** - skip **b)** and **c)** below, if applicable include spouse and/or children

**b) List your parent(s):**

- If your biological (or adoptive) parents live together, include both parents.
- If your biological (or adoptive) parents are separated or divorced, list the parent who provided you with more than 50% of your support during the last 12 months, even if you don't live with them.
- If your contributor parent is remarried, include your step- parent.
- If your biological parents are unmarried and living together, include both parents
- *For all other scenarios*, list the parent who provided you with more than 50% of your support during the last 12 months even if you don't live with them.

**c) List your parents' other children: (Even if they do not live with your parent(s)).**

- **If** your parents provide more than half of their support and will continue to provide more than half of their support from July 1, 2024, through June 30, 2025.
- **Important:** Submit the **Other People in Household (VOTH25)** form for each individual who fall into this category **and** are 24 years of age or older or are foster children. The form can be found at: [financialaid.buffalostate.edu/forms](http://financialaid.buffalostate.edu/forms).

**d) List ALL other people who live in the household:**

- **If they now live there AND** your parents, or you, or your spouse, provide more than half of their support and will continue to provide more than half of their support from July 1, 2024, through June 30, 2025.
- **Important:** Submit the **Other People in Household (VOTH25)** form for each individual who falls into this category, which can be found at: [financialaid.buffalostate.edu/forms](http://financialaid.buffalostate.edu/forms).

**IRS.gov for Non-filing status/Tax Return Transcripts/W-2 Transcripts:**

To request an IRS records to confirm your non-filing status, request a tax return transcript or a W2 transcript (if required in section C), visit [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript). For 2024-25, request records from 2022.

**SUBMIT THIS FORM AND ALL REQUIRED DOCUMENTS TO:**

Financial Aid Office, MH 230; 1300 Elmwood Ave.; Buffalo, NY 14222-1095  
[finaid@buffalostate.edu](mailto:finaid@buffalostate.edu) (pdf's only) · (716) 878-4902 · fax (716) 878-4903

**2024-2025 Federal Verification Worksheet****A. Student Information**

Banner ID: \_\_\_\_\_ Name: \_\_\_\_\_

Address (Street, City, State, Zip): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

**B. Household Information – see instructions page**

Check the appropriate dependency status and complete the household chart below. List all children or other people living there if the household income provides more than half of their support from July 1, 2024 - June 30, 2025.

 **Dependent Students**       **Independent Students**

Full Name of Household Member	Age	Relationship to Student
		Self

**C. Tax Filing Status for 2022 and Required Tax Forms**

Check the appropriate tax filing status and submit the required documentation listed. Dependent students and their parent(s) should complete Tables 1 and 2. Independent students should complete Table 3, and if married, Table 4.

**Table 1: Dependent Student**

- I did not work.
- I worked, but I have not filed a federal tax return and I was not required to file. Submit your W-2 statements from 2022.
- I filed a 2022 federal tax return. Submit a copy of your signed 2022 federal tax return (pages 1 & 2 only) or tax return transcript. Also submit Schedules 1, 2, 3, C and E, if filed.

**Table 2: Parents of Dependent Students (parents listed on FAFSA and in household chart on page 1)**

- My parents did not work in 2022. Your parent(s) must submit a written, detailed statement explaining how they supported their family with no income. Include supporting documents as applicable (e.g., SNAP statement, social security statement).
- My parents worked but did not file a tax return and were not required to file a tax return. Submit your parents' 2022 W-2 statements and request a tax return transcript from the IRS to confirm their non-filing status for 2022. If the IRS is unable to furnish the non-filing status letter, submit the Verification of Non-Filing form at <https://financialaid.buffalostate.edu/forms>.
- My parents filed a 2022 federal tax return. Submit a copy of their signed 2022 tax return (pages 1 & 2 only) or tax return transcript. Also submit Schedules 1, 2, 3, C and E, if filed.

**Table 3: Independent Student**

- I did not work. Submit a written, detailed statement explaining how you supported yourself with no income in 2022.
- I worked but I have not filed taxes, and I am not required to file a tax return. Submit your 2022 W-2 statements and request a tax return transcript to confirm your non-filing status for 2022. If the IRS is unable to furnish the non-filing status letter, submit the Verification of Non-Filing form at <https://financialaid.buffalostate.edu/forms>.
- I filed a 2022 federal tax return. Submit a copy of your signed 2022 federal tax return (pages 1 or 2 only) or tax return transcript. Also submit Schedules 1, 2, 3, C and E, if filed.

**Table 4: Independent Student's Spouse (if student is married today)**

- My spouse did not work. Your spouse must submit a written statement explaining how he/she was supported in 2022.
- My spouse worked but has not filed taxes and was not required to file a tax return. Submit your spouse's 2022 W-2 statements and request a tax return transcript to confirm their non-filing status for 2022. If the IRS is unable to furnish the non-filing status letter, submit the Verification of Non-Filing form at <https://financialaid.buffalostate.edu/forms>.
- My spouse filed a 2022 federal tax return. Submit a copy of your spouse's signed 2022 tax return (pages 1 & 2 only) or tax return transcript. Also submit Schedules 1, 2, 3, C and E, if filed.

**D. Sign This Worksheet:**

By signing this worksheet, I (we) certify that all the information reported is complete and correct. If you are a dependent student, at least one of your parents must sign.

\_\_\_\_\_  
Student's Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Parent's Signature - dependent students only\_\_\_\_\_  
Date