

Your 2024–2025 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information 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 and at least one parent must complete and sign this worksheet, attach any required documents, and submit to the financial aid office. SUNY Schenectady may ask for additional information.

A. Dependent Student’s Information

Student’s Last Name	Student’s First Name	Student’s M.I.	SUNY Schenectady ID No. or Student’s SSN
(____)_____	(____)_____		____/____/____
Student’s Home Phone Number	Student’s Alternate or Cell Phone Number		Student’s Date of Birth

B. Dependent Student’s Family Information: If more space is needed, provide a separate page with the student’s name and ID number at the top.

- **Yourself**, even if you don’t live with a parent

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

- The parents

- The biological parent you live with AND his or her **legal** spouse, if applicable
- Both of your biological parents if they are married, or unmarried but living together
- If you no longer live with a parent, then list the biological parent you lived with most recently, (or received the most support from most recently) AND his or her **legal** spouse, if applicable
- The parent you listed on FAFSA AND his or her **legal** spouse, if applicable

Full Name	Age	Relationship to Student
		<i>Parent 1</i>
		<i>Parent 2 or Parent 1’s spouse</i>

- Other Children (Include children who meet either of these standards, even if they do not live with the parents.)
 - If your parents will **provide more than half of their support** from July 1, 2024, through June 30, 2025, or
 - If the other children would be **required to provide parental data** if they were completing a FAFSA for 2024–2025.

Full Name	Age	Relationship to Student
		<i>Sibling</i>

- Other people if they now live with the parent(s) **AND**

- The **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

*Include the name of the college for any household member, **excluding the parents**, who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2024, and June 30, 2025.

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

Student's Name: _____ SSN or Student ID No: _____

C. Student: Verification of 2022 Income Information for a Dependent Student

Did file a tax return: The student **DID FILE** a 2022 income tax return. Please indicate the method you will use to document your income:

- Income was transferred into the FAFSA directly from the IRS.
- A signed copy of the 2022 IRS form 1040 with schedules 1, 2, and 3
- A copy of the 2022 IRS Tax Return Transcript. A 2022 Tax Return Transcript may be obtained through:
 - **Get Transcript by MAIL** – Go to www.irs.gov, click “Get Your Tax Record” and then click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
 - **Get Transcript ONLINE** – Go to www.irs.gov, click “Get Your Tax Record” and then click “Get Transcript ONLINE.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
 - **Automated Telephone Request** – 1-800-908-9946
 - **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T (obtain form at <https://sunysccc.edu/financialaid>)

Did NOT file a tax return: The student **DID NOT FILE** a 2022 income tax return. Please check the applicable boxes below:

- The student **was not** employed and had no income earned from work in 2022.
- The student **was** employed in 2022 and did not file a tax return; please complete this grid and submit all W-2 statements:

Employer's Name	2022 Amount Earned	IRS W-2 or an Equivalent Document Provided?
<i>Suzy's Auto Body Shop (example)</i>	\$2,000.00	Yes

Student's Name: _____ SSN or Student ID No: _____

D. Parent: Verification of 2022 Income Information for Parent (and spouse, if applicable)

Did file a tax return: The parent (and spouse, if applicable) **DID FILE** a 2022 income tax return. Please indicate the method you will use to document your income:

- Income was transferred into the FAFSA directly from the IRS.
- A signed copy of the 2022 IRS form 1040 with schedules 1, 2, and 3
- A copy of the 2022 IRS Tax Return Transcript. A 2022 Tax Return Transcript may be obtained through:
 - **Get Transcript by MAIL** – Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
 - **Get Transcript ONLINE** – Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
 - **Automated Telephone Request** – 1-800-908-9946
 - **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T

Did **NOT** file a tax return: The parent **DID NOT FILE** a 2022 income tax return**. Please check the applicable boxes below:

- The parent (and spouse, if applicable) **was not** employed and had no income earned from work in 2022.
- The parent (and spouse, if applicable) **was** employed in 2022 and did not file a tax return; please complete this grid and submit all W-2 statements:

Employer's Name	2022 Amount Earned	IRS W-2 or an Equivalent Document Provided?
<i>Suzy's Auto Body Shop (example)</i>	\$2,000.00	Yes

** Provide documentation from the IRS (known as Verification of Non-filing letter) or other relevant tax authority dated on or after October 1, 2022 that indicates a 2022 income tax return was not filed with the IRS or other relevant tax authority, or a signed statement certifying that the individual attempted to obtain confirmation of non-filing from the IRS or other relevant tax authority and was unable to obtain the required documentation.

Non-filing letter can be obtained by checking box 7 on IRS Form 4506T. Return the completed form to the Financial Aid Office. Obtain form online at <http://sunysccc.edu/financialaid>

- Check here if confirmation of non-filing is provided.
- Check here if confirmation of non-filing will be provided later
- Check here if you attempted to obtain verification of non-filing but were unable to obtain the required documentation

Student's Name: _____ SSN or Student ID No _____

E. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent must sign and date.

WARNING: If you purposely give false or misleading information, you may be fined, be sentenced to jail, or both.

**** Electronic or typed signatures are not acceptable ****

Student's Signature (Required)

Date

Parent's Signature (Required)

Date

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the financial aid administrator at your school. You should make a copy of this worksheet for your records.

Verification of 2022 Income Information for Individuals with Unusual Circumstances

Individuals Granted a Filing Extension by the IRS:

- A signed statement listing the sources of any 2022 income and the amount of income from each source;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2022;
- A copy of IRS Form W-2 for each source of employment income received or an equivalent document for tax year 2022; and
- If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2022.

Individuals Who Filed an Amended IRS Income Tax Return:

- A signed copy of the 2022 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS; and one of the following:
 - Updated income and tax information from the IRS on an ISIR record with all tax information from the original tax return;
 - A 2022 IRS tax Return Transcript (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; or
 - A signed copy of the 2022 IRS Form 1040 and the applicable schedules that were filed with the IRS.

Individuals Who Were Victims of IRS Tax-Related Identity Theft:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS or, if unable to obtain a TRDBV, an equivalent document provided by the IRS or a copy of the signed 2022 income tax return and applicable schedules the individual files with the IRS; and
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax related identify theft and that the IRS is aware of the tax related identify theft.

Individuals Who Filed Non-IRS Income Tax Returns:

- A tax filer who filed an income tax return with a tax authority other than the IRS may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.