



Return this form to:
 Office of Financial Aid
 P.O. Box 668
 Moorhead, MS 38761
 Fax: 662-246-6328

2024-2025 Dependent Verification Worksheet

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 may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. This information should be submitted as soon as possible so that your financial aid will not be delayed.

A. Student’s Information

Student’s Last Name	First Name	M.I.	Student ID Number
Student’s Street Address (include apt. no.)			Student’s Home Phone or Cell Number
City State Zip Code			Student’s Date of Birth

B. Parents’ Family Size Information

List the people your parent(s) will support between July 1, 2024 and June 30, 2025. Family size includes the following:

- The student and 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.
- The student’s siblings if the following are true:
 - o They live with the student’s parents (or live apart because of college enrollment),
 - o They receive more than half of their support from the student’s parents, and
 - o 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:
 - o They live with the student’s parents,
 - o They receive more than half of their support from the student’s parents, and
 - o 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. If more space is needed, provide a separate page with the student’s name and ID number at the top.

Write the name of the college below for any household member, excluding your parent(s), 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.

IMPORTANT: Parent(s)’ college enrollment status is not considered for a dependent student.

If more space is needed, provide a separate page with the student’s name and ID number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</i>	<i>Mississippi Delta Community College</i>	YES

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 TAX FILERS

C. Verification of 2022 IRS Income Tax Return Information for Student Tax Filers (COMPLETE THIS SECTION ONLY IF STUDENT FILED A 2022 IRS TAX RETURN)

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

Instructions: Complete this section if the student filed or will file a 2022 IRS income tax return(s). As part of federal student aid eligibility students 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 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 was not available or could not be used, the student should provide the institution with a **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules.**

Check the box that applies:

- The student has used/will use the IRS DRT in *FAFSA on the Web* to transfer 2022 IRS income tax return information into the student’s FAFSA.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 Federal Income Tax Return and applicable schedules.**

A **2022 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by Mail – Go to 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, 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.

STUDENT NON-TAX FILERS

Verification of 2022 Income Information for Student Nontax Filers (Not required if completed Tax Filers section)

The instructions and certifications below apply to the student. Complete this section if the student will not file and is not required to file a 2022 income tax return with the IRS.

Check the box that applies:

- The student was not employed and had no income in 2022.
- The student was employed in 2022 and has listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form is provided. [Provide copies of all 2022 IRS W-2 forms issued to the student by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student’s name and ID number at the top.

Employer’s Name	IRS W-2 Provided?	Annual Amount Earned in 2022
<i>(Example) ABC’s Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

Provide a signed and dated statement certifying that the individual has not filed and is not required to file a 2022 income tax return, as well as the sources of 2022 income earned from work and the amount of income from each source.

____ Check here if non-filing statement is signed and dated.

____ Check here if non-filing statement will be provided later.

PARENT TAX FILERS

D. Verification of 2022 IRS Income Tax Return Information for Parent Tax Filers

(COMPLETE THIS SECTION ONLY IF THE PARENT FILED A 2022 IRS TAX RETURN)

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.

Instructions: 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) or a signed copy of the 2022 income tax return and applicable schedules.**

Check the box that applies:

- The parents have used/will use the IRS DRT in *FAFSA on the Web* to transfer 2022 IRS income tax return information into the student's FAFSA.
- The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2022 IRS Tax Return Transcript(s).**

A **2022 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by Mail – Go to 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, 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.

If the parents filed separate 2022 IRS income tax returns, the IRS DRT cannot be used and the **2022 IRS Tax Return Transcript(s)** must be provided for each.

PARENT NON-TAX FILERS

Verification of 2022 Income Information for Parent Nontax Filers *(Not required if completed Tax Filers section)*

The instructions and certifications below apply to the student's parents. Complete this section if the parent will not file and is not required to file a 2022 income tax return with the IRS.

An official confirmation of non-filing must be provided if the student's parent did not file a 2022 IRS Tax Return. A confirmation of non-filing can be obtained from the IRS using Form 4506-T and checking box 7.

