



FINANCIAL AID OFFICE
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duq.edu/admissions-and-aid

2024-2025 V5 Verification Worksheet

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) was selected for a review process called verification. To verify that you provided correct information on your FAFSA, Duquesne University will compare your FAFSA information to this worksheet and with any other required documentation. If there are differences, your FAFSA information may require correction which may result in a re-calculation of federal aid.

Verification must be completed and processed to meet disbursement eligibility for some financial aid programs. This form, 2022 Tax Information, and other required documentation must be submitted to the Duquesne University Financial Aid Office at your earliest convenience. If you have any questions regarding the completion of this document, please contact the financial aid office.

Note: If your FAFSA required parental information, then you are classified as a Dependent Student and you MUST complete the parental portions of this worksheet & parent signature is required.

A. Student's Information

Last Name	First Name	MI	SSN or ID Number
Student's Street Address (include apt. no.)			Date of Birth
City	State	Zip Code	Email Address
Student's Home Phone Number (include area code)			Cell Phone Number

B. Student's Family Information

List below the people in **YOUR/YOUR PARENTS** household (note the requirements for Independent vs. Dependent Student):

- Independent Students:
 - Yourself and your spouse (if married), and
 - Your children, if you will provide more than 50% of the children's support from July 1, 2024, through June 30, 2025, even if they do not live with you.
 - Other people, if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2025.
- Dependent Students:
 - Yourself and your parents (including a stepparent) even if you do not live with your parents.
 - Parents' children whom they will provide more than 50% of their financial support from July 1, 2024, through June 30, 2025, even if they do not live with them.
 - Other people if they now live with your parents and your parents 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
David Smith (example)	21	Self

C. Student's Income Information to Be Verified

Check the box that applies:

- ☐ The student has used the IRS DRT in *FAFSA on the Web* to transfer 2022 IRS income tax return information into student's FAFSA. *(Do not complete chart below)*
- ☐ The student has not yet used the IRS DRT in *FAFSA on the Web* but will use the tool to transfer 2022 IRS income tax return information into the student's FAFSA. *(Do not complete chart below)*
- ☐ 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. *(Do not complete chart below)*
- ☐ The student was employed in 2022 but did not file taxes. Complete chart below listing all employers and income for 2022.
- ☐ The student had no income from work in 2022. Complete chart below indicating no income or employment for 2022.

Only complete this Chart if you did not file income taxes

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2022
(Example) ABC's Auto Body Shop	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$
*We <u>WILL</u> require you to provide documentation from the IRS that indicates a 2022 IRS income tax return was not filed with the IRS.		

D. Parent's Income Information to be Verified (Dependent Students Only)

The instructions below apply to all parents 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.

Check the box that applies:

- ☐ The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2022 IRS income tax return information into the student's FAFSA. *(Do not complete chart below)*
- ☐ The parents have not yet used the IRS DRT in *FAFSA on the Web* but will use the tool to transfer 2022 IRS income tax return information into the student's FAFSA. *(Do not complete chart below)*
- ☐ 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). *(Do not complete chart below)*
- ☐ The parent(s) were employed in 2022 but did not file taxes. Complete chart below listing all employers and income for 2022.
- ☐ Neither Parent had income earned from work in 2022. Complete chart below indicating no income or employment for 2022.

Only complete this Chart if you did not file income taxes

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2022
<i>(Example) Joe Smith / Self-Employed</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$
*We <u>WILL</u> require you to provide documentation from the IRS that indicates a 2022 IRS income tax return was not filed with the IRS.		

E. Identity and Statement of Educational Purpose (To Be Signed at the Institution)

The student must appear in person at Duquesne University to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational
(Print Student's Name)

Purpose and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Duquesne University for 2024-2025.

Student's Signature

Date

Student's ID Number

Financial Aid Representative

Date

F. 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 whose information was reported on the FAFSA must sign and date. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail or both.**

Student's Signature

Date

Parent's Signature (Dependent Students Only)

Date

G. Notary Certificate of Acknowledgement

If the student is unable to appear in person at Duquesne University's Financial Aid Office to verify his or her identity and sign the above worksheet, the student must provide:

- (a) A copy of the valid government issued photo identification (ID) that is acknowledged in the notary statement below, such as but not limited to a driver's license, other state issued ID, or passport; and
- (b) The original notarized Statement of Education Purpose that is provided below.

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of
(Print Student's Name)

Educational Purpose and that the Federal Financial Assistant that I may receive will only be used for educational purposes and to pay the cost of attending Duquesne University.

(Student's Signature)

(Date)

Notary's Certificate of Acknowledgement

State of: _____

City/County of: _____

On _____, before me, _____, personally
(Date) (Notary's Name)

appeared, _____, and provided to me on basis of satisfactory evidence of
(Printed Name of Signer)

identification _____ to be the above-named person who signed the
(Type of government-issued photo ID provided)

foregoing instrument.

Witness my hand and official seal _____
(Seal) (Notary Signature)

My commission expires on _____
(Date)