V5 2025-2025 VERIFICATION WORKSHEET
IDENTITY/EDUCATION PURPOSE

Office of Financial Aid
P.O. Box 678
Denmark, SC 29042
www.voorhees.edu
finaid@voorhees.edu
FAX: (877) 228-0365

Your Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "verification." The Office of Financial Aid will compare information from your FAFSA to your (and your spouse's/parent's) 2023 Federal Tax Return OR Transcripts and ALL SCHEDULES, W-2 forms and other financial documentation. According to federal law, we have the right to ask you for this information before awarding federal aid. If there are differences between your application information and your financial documents, Voorhees University will update/adjust your FAFSA accordingly. If you have verification questions, contact our office as soon as possible, so your financial aid will not be delayed. You and one parent (if dependent) must complete and sign this worksheet, attach any required documents, and submit the form along with any other additional information required by the Financial Aid Office to the address listed above. A portion of this worksheet may require a face-to-face submission and notary public services.

STEP 1 STUDENT INFORMATION

Last Name *First Name* *Social Security Number* *Voorhees University ID Number*

Permanent Address *Street* *City/State/Zip* *Date of Birth*

Cell Number (Include Area Code) *Permanent Phone Number (Include Area Code)* *Email Address*

STEP 2 FAMILY INFORMATION

If you are a **Dependent student**, include:

- Yourself
- Your parent(s) (including stepparents) even if the student does not live with the parents.
- Your parent(s) other dependent children if: (a) your parent(s) will provide more than half of their support from July 1, 2025, through June 30, 2026 or (b) the children will be required to provide parental information when applying for Federal Student Aid.
- Other people only if they now live in your parent(s) household and your parent(s) will provide more than half of their support from July 1, 2025, through June 30, 2026.
- Provide the name of the University for any household member who will be attending at least half time between July 1, 2025, through June 30, 2026.

If you are an **Independent student**, include:

(You are only independent if you are married, have children that you support, 24 years of age or older, active military duty, or documented orphan/ward of the court.)

- Yourself
- Your spouse (if you are married)
- Your children if you will provide more than half of their support from July 1, 2025 through June 30, 2026.
- Other people only if they live in your household and you provide more than half of their support and will continue to do so from July 1, 2025 through June 30, 2026.
- Provide the name of the University for any household member who will be attending at least half time between July 1, 2025 through June 30, 2026.

Full Name	Age	Relationship	Name of University/College *If enrolled at least half time*
		Self	***Voorhees University***

Note: We may require additional documentation if we have reason to believe the information regarding the household members is inaccurate.

Last Name *First Name* *Social Security Number* *Voorhees University ID Number*

Student's Income Information to Be Verified

NOTE: If you filed an amended 2023 IRS tax return, you may be required to submit additional documentation.

STEP 3 **STUDENT'S 2023 INCOME/TAX INFORMATION (Read carefully, make one selection)**

☐ My 2023 income tax return was used and successfully imported into the FAFSA. In most cases, no further documentation is needed to verify 2023 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS. ***[Skip to Step 4]***

☐ My 2023 income tax return was unavailable or could not be used, and instead will provide the institution with a **2023 IRS Tax Return Transcript(s)** or a *signed* copy of the **2023 Federal Income Tax Return and applicable schedules**. ***[Skip to Step 4]***

☐ I was not employed and had no income earned from work in 2023.

☐ I was employed in 2023 but was not required to file an income tax return. I have listed below the names of all employers, the amount earned from each employer in 2023, 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.

If more space is required, attach a separate page with the student's name and Student # at the top.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2023
Example: ABC Company	***Yes***	***$4,500.00***
Total Amount of Income Earned from Work		**$**

STEP 4 **PARENT OR SPOUSE' S INCOME/TAX INFORMATION (Read carefully make one selection)**

NOTE: Provide the requested income information for each parent/stepparent or spouse listed in Section B of this worksheet. Notify the financial aid office if the parents filed separate IRS income tax returns for 2023 or had a change in marital status after December 31, 2023. If your parent(s) or spouse filed (or will file) an amended 2023 IRS tax return, you may be required to submit additional documentation.

☐ Not applicable. Independent student, not married. ***[Skip to Step 5]***

☐ My parent(s)/stepparent or spouse 2023 income tax return was used and successfully imported into the FAFSA. In most cases, no further documentation is needed to verify 2023 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS. ***[Skip to Step 5]***

☐ My parent(s)/stepparent or spouse 2023 income tax return was unavailable or could not be used, and instead will provide the institution with a **2023 IRS Tax Return Transcript(s)** or a *signed* copy of the **2023 Federal Income Tax Return and applicable schedules. [*Skip to Step 5]***

☐ One or both parents or spouse were employed in 2023 and have listed below the names of all employers, the amount earned from each employer in 2023, 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.

STEP 5 **CERTIFICATION and SIGNATURE: Each person signing below certifies that all information reported is complete and correct. Warning: If you purposely give false or misleading information you may be fined, sent to prison, or both.**

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.

Student Signature (Submission of this on-line form serves as your electronic signature, other format requires manual signature) ***Date***

Parent Signature (Type NA if Parent Signatures is not required ***Date***