



# 2024-2025 V1 VERIFICATION WORKSHEET

Your Free Application for Federal Student Aid (FAFSA) was selected for a review called verification. The CAU Office of Financial Aid will confirm information from your FAFSA and your (spouse's/parent's) 2022 Federal Tax Transcripts/Return, 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, CAU will update/adjust your FAFSA accordingly. If you have questions about verification, contact our office as soon as possible so your financial aid will not be delayed.

## **STEP 1: STUDENT INFORMATION**

Last Name		First Name		Social Security Number		Clark Atlanta University ID Number	
Permanent Address Street			APT #	City	State	Zip	Date of Birth
Cell Number (Include Area Code)		Permanent Phone Number (Include Area Code)			CAU email address		

## **STEP 2: FAMILY INFORMATION: (SEE ATTACHMENT FOR INSTRUCTIONS)**

If you are a Dependent student include:

- Yourself
- Your parent(s) (including step-parent(s) even if the student doesn't 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, 2024 through June 30, 2025, 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, 2024 through June 30, 2025.

If you are an Independent student include:

*(You are 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, 2024 through June 30, 2025.
- 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, 2024 through June 30, 2025.

FULL NAME	AGE	RELATIONSHIP ex: parent/sister/brother	NAME OF COLLEGE	Will be enrolled at least half time 2024-2025 (YES/NO)
		Self	Clark Atlanta University	
		Parent		
		Parent		

### STEP 3: STUDENT'S 2022 INCOME INFORMATION (MAKE ONLY 1 SELECTION 1-4)

- \_\_\_ 1. The student was not employed and had no income earned from work in 2022. Complete Student Non-Filing Statement below.
- \_\_\_ 2. The student was employed but did not file taxes for 2022. Submit student's W-2(s) and complete Student Non-Filing Statement below.

To obtain your W-2:

- a. Contact your employer or former employer.
- b. IRS Form 4506-T <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>. Check the box for Form W-2, specify which tax year(s) you need, and mail or fax the completed form. Allow 10 business days from the IRS received date to receive the transcript.

- \_\_\_ 3. The student filed taxes for 2022 and used the IRS DRT to transfer income tax information into the FAFSA. The CAU Office of Financial Aid will notify you if additional tax information is needed.
- \_\_\_ 4. The student filed taxes for 2022 but unable to or choose not to use the IRS DRT and instead will provide the 2022 IRS Tax Return Transcript (see page 3) or submit **signed** 1040 U.S. Individual Income Tax Return (pages 1 & 2 and Schedules 1, 2, and 3) and all W-2s associated with your taxes.

#### STUDENT NON-FILING STATEMENT:

The statement below must be completed if the student did not and was not required to file a tax return for 2022.

I, \_\_\_\_\_ certify that federal law does not require me to file a 2022 federal tax return.

STUDENT'S Signature: \_\_\_\_\_

### STEP 4: PARENT/SPOUSE'S 2022 INCOME INFORMATION (MAKE ONLY 1 SELECTION 1-4)

- \_\_\_ 1. The parent/spouse was not employed and had no income earned from work in 2022. Attach parent's 2022 Verification of Non-Filing Letter from the IRS, see page 3 for instructions.
- \_\_\_ 2. The parent/spouse was employed and did not file taxes for 2022. Submit parent's W-2(s) and 2022 Verification of Non-Filing Letter (see page 3) from the IRS.

To obtain your W-2:

- a. Contact your employer or former employer.
- b. IRS Form 4506-T <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>. Check the box for Form W-2, specify which tax year(s) you need, and mail or fax the completed form. Allow 10 business days from the IRS received date to receive the transcript.

- \_\_\_ 3. The parent/spouse filed taxes for 2022 and used the IRS DRT to transfer income tax information into the FAFSA. The CAU Office of Financial Aid will notify you if additional tax information is needed.
- \_\_\_ 4. The parent/spouse filed taxes for 2022 but unable to or choose not to use the IRS DRT and instead provide the 2022 IRS Tax Return Transcript (see page 3) or submit **signed** 1040 U.S. Individual Income Tax Return (pages 1 & 2 and Schedules 1, 2, and 3) and all W-2s associated with your taxes.

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

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**Student Signature (DO NOT TYPE)**

**Date**

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**Parent Signature (DO NOT TYPE) (If student is dependent) / Spouse Signature (optional)**

**Date**

**Instructions for obtaining additional required information:**

If you are unsure if you are **required** to file taxes for 2022, refer to the IRS tax filing threshold provided:

**2022 IRS TAX FILING THRESHOLD**

Filing Status	Age	Gross Income
Single	Under 65	\$12,950
Single	65 or Older	\$14,700
Head of Household	Under 65	\$19,400
	65 or Older	\$21,150
Married Filing Jointly	65 or Older (one spouse)	\$27,300
	Under 65 (both spouses)	\$25,900
	65 or Older (both spouses)	\$28,700
Married Filing Separately	Any Age	\$5.00
Qualifying Widow(er)	Under 65	\$25,900
	65 or Older	\$27,300
Self Employed	Any Age	\$400

If 2022 income tax return information for the parents/students was not available or could not be used, the parents/students should provide the institution with a 2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return, W2's and applicable schedules.

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

- **Get Transcript by Mail** – Go to [www.irs.gov](http://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](http://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.