



Please return to: **Student Financial Services Office**
Houghton University | One Willard Avenue | Houghton, NY 14744

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal law states 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, the financial aid administrator at your school 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 must complete, sign, and submit this worksheet and any other required documents to the financial aid office. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

A. STUDENT INFORMATION

Student's Last Name: _____ First Name: _____ Student ID: _____ DOB: _____

Street Address: _____ City: _____ State: _____ ZIP: _____

Home Phone Number: _____ Cell Phone Number: _____ Email: _____

B. FAMILY INFORMATION

List the people in your household, including:

- Yourself;
- Your spouse, if married;
- Your children, if any, if you will provide more than half of their support from July 1, 2024 through June 30, 2025;
- 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. **Do not include foster children unless you provide more than half of their support.**

Write the names of all household members, including yourself, in the spaces(s) below. Include the name of the University for any household member who will be enrolled, at least half-time in a degree, diploma, or certificate program between July 1, 2024 and June 30, 2025.

Full Name	Age	Relationship	University	Will be enrolled at least half time
Missy Jones (example)	26	Wife	Central University	Yes
		Self		

C. STUDENT’S TAX FORMS AND INCOME INFORMATION

Check the box that applies:

- I, the student, **filed 2022 taxes and have used the IRS Data Retrieval Tool** to retrieve and transfer my (and, if married, my spouse’s) 2022 IRS income information into my FAFSA.
- I, the student, **filed 2022 taxes and have not yet used the IRS Data Retrieval Tool**, but **will use** the tool to retrieve and transfer my (and, if married, my spouse’s) 2022 IRS income information into my FAFSA (see enclosure).
- I, the student, **filed 2022 taxes and have attached** a copy of the *signed* 2022 IRS Tax Return.
- I, the student, **filed 2022 taxes and have requested** a 2022 IRS return transcript directly from the IRS (see enclosure).
- I, the student (and, if married, my spouse), **was not employed and had no income earned from work in 2022**, and am providing **IRS Proof of Non-filing** (see enclosure).
- I, the student (and, if married, my spouse) **was employed in 2022, but not required to file taxes**. List below the names of all your (and your spouse’s) employers, and the amount earned from each employer in 2022. Attach copies of all 2022 IRS W-2 forms issued by employers. If you did not receive a W-2, please attach a signed explanation. **Provide IRS Proof of Non-filing** (see enclosure).

Complete this section only if you did NOT file taxes.

Employer’s Name	2022 Amount Earned
Joe’s Auto Body Shop (example)	\$2000.00

D. CERTIFICATION AND SIGNATURE

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student must sign and date. Spouse’s signature is optional. **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 _____

Spouse’s signature _____

Date _____