

SETON HALL UNIVERSITY
2024-2025 Verification Worksheet

DEPENDENT

Your financial aid application has been selected for a process called “Verification.” This completed worksheet, along with copies of your and your parent’s IRS Tax Return Transcript or Income Tax Return will be used to confirm the information provided on your 2024-2025 FAFSA. Upon completion of this review, we will send corrections as needed to the Office of Federal Student Aid. Subsequently, an update of your financial aid awards will be forwarded to you. All students will be able to view their final awards on Pirate Net. **Additionally, please note that all documentation must be submitted before September 1, 2024 for consideration of any Institutional Grant Funding. Exceptions to this date will not be considered.**

- All documents (including tax returns) should be uploaded to the following secure site:
- https://setonhall.formstack.com/forms/financial_aid_office_document_submission

Student Name: _____ SHUID: _____ Last 4-digits of SS# _____
 (Please print) Last First MI

Address: _____
 Street City State Zip

Home Phone: (____) _____ Cellular Phone: (____) _____

SECTION A: VERIFICATION OF HOUSEHOLD SIZE AND NUMBER IN COLLEGE

Write the names of all household members in the spaces below, including yourself and parents/stepparent (**Do not only list yourself**). Also write the name of the college for any household member, excluding your parent(s), who will be attending at least half time between July 1, 2024 and June 30, 2025, and will be enrolled in a degree, diploma, or certificate program. If you need more space attach a separate page.

Full Name	Age	Relationship to Student	Name of College/University attended in 2024-2025
		Self	

For Office use Only
 Scan Only (No Update)
 Attach to _____
 Update Status to _____

SECTION B: FEDERAL TAX FILING STATUS AND INCOME VERIFICATION

Please check here if you were required to manually enter your 2022 income when completing the 2024-2025 FAFSA

Have **your parent(s)** completed a 2022 Federal Income Tax Return?

- YES – if yes, please provide a copy of your parent(s) 2022 IRS Tax Return Transcript(s)*, **OR** photocopies of the Federal Income Tax Return, along with this completed Verification Worksheet. If your parents filed separate federal tax returns, you must include both Tax Return Transcripts or Federal Income Tax Returns.
- NO – if no, and your parent(s) were not required to file a 2022 Federal Income Tax Return, please list the name of the employer(s) and the 2022 amount earned along with copies of the 2022 IRS W-2 for each employer and attach to this completed Worksheet:

Employer: _____ Earnings: \$ _____
 Employer: _____ Earnings: \$ _____

Have **you (student)** completed a 2022 Federal Income Tax Return?

- YES – if yes, please provide a copy of your 2022 IRS Tax Return Transcript(s)*, **OR** photocopies of the Federal Income Tax Return, along with this completed Verification Worksheet.
- NO – if no, and you were not required to file a 2022 Federal Income Tax Return, but earned income, please list the name of the employer(s) and the 2022 amount earned, along with copies of the 2022 IRS W-2 for each employer and attach to this completed Worksheet:

Employer: _____ Earnings: \$ _____
 Employer: _____ Earnings: \$ _____

Did you have earnings from a work-study job in 2022? YES
 NO

Please note: If the student or parent, filed or will file, an amended 2022 IRS tax return, please indicate by checking here .

Date completed ___/___/____. If completed, please attach copies of the 2022 IRS Tax Return Transcript and a signed copy of the 2022 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

*An IRS tax return transcript can be obtained at no cost from the IRS or other relevant tax authority of a U.S. Territory (Guam, American Samoa, the U.S. Virgin Islands) or commonwealth (Puerto Rico and the Northern Mariana Islands), or a foreign government, that lists 2022 tax account information of the tax filer. **If your parents are married, and filed separate 2022 tax returns, 2022 IRS tax return transcripts OR photocopies of the Federal Income Tax Return must be submitted for each parent.**

SECTION C: CERTIFICATION AND SIGNATURES

I give permission to the Office of Financial Aid to verify any additional information I provide on this form. I certify that all of the information provided on this form is correct to the best of my knowledge. I understand that if I purposely give false or misleading information on this form, I am liable for cancellation or repayment of all or part of my financial aid.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

For Office use Only

Scan Only (No Update)
 Attach to _____
 Update Status to _____