



2024–2025 Dependent Student Verification Worksheet

Please complete all sections of this worksheet and submit this form to finaid@fairfield.edu, or upload to the student’s Net Partner portal. Alternatively, you can fax this information to 203-254-4008, or mail to Office of Financial Aid, 1073 North Benson Rd, Fairfield, CT 06824.

A. Student Information

Last Name	First Name	Fairfield Student ID Number
Permanent Address		Preferred Phone Number
Email Address	Parent Email Address	

B. Family and College Information

Do not leave blanks. Enter “N/A” if appropriate.

Please review the following instructions carefully and complete the table below with the required information. Include:

1. **Yourself, the Student**
2. **Your Parent of Record** (parental information provided on FAFSA form)
 - Include both of your legal parents (biological and/or adoptive) if they live in the same house (regardless of marital status and gender).
 - Include the step-parent if the parent of record is re-married
3. **Your Siblings and Your Parents’ Other Children**
 - Include siblings, step-siblings, and other children if your parent of record will provide more than half of their support from July 1st, 2024 through June 30th, 2025.
4. **Other People**
 - Other people (i.e., grandparents, cousins) should be included if they are now living with your parent of record, and your parent of record contributes over half of their support and will continue to provide over half of their support from July 1st, 2024, through June 30th, 2025.

Please indicate the college name and respond with “Yes” or “No” for any household member who will be enrolled, or is currently enrolled at least half-time, in a degree, diploma, or certified program at an eligible post-secondary educational institution between July 1, 2024 and June 30, 2025. You do not need to indicate where the parent(s) went to college or university.

If more space is needed, please include an additional page with the student’s name and Fairfield ID number on the top right corner.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half-Time (Y/N)
		Self		
		Parent of Record		

C. Instructions for Parent and Student Income

If you consented to enter your Federal Tax Information (FTI) manually when completing the FAFSA, you must submit either a signed copy of the 2022 Tax Return, with all schedules, or an IRS Tax Return Transcript for every tax filer. If your parents are married or unmarried and live together, but filed their returns separately, signed 2022 Tax Returns, with all schedules, or 2022 IRS Tax Return Transcripts are needed for both parents.

Parent Non-Tax Filers: If your parent(s) did not or will not file a 2022 IRS Tax return, and they were NOT required to, you must provide a copy of their 2022 IRS Verification of Non-Filing Letter dated on or after October 1st, 2023. You can obtain a 2022 Verification of Non-Filing Letter by visiting the IRS.gov website and selecting "Get My Tax Record," then clicking "Get Transcript Online." The non-filing letter is regarded as a transcript type. Additionally, you must upload copies of all 2022 W-2(s) and/or 1099(s) to the student's Net Partner account.

D. Parent Income Information

Check the box that applies.

- My parent(s) filed a 2022 IRS federal, Puerto Rico, or other foreign tax return.
- My parent(s) did not work in 2022, earned no income, and did not/will not/were not required to file a 2022 IRS federal, Puerto Rico, or other foreign tax return.
- My parent(s) earned income in 2022, but did not/will not/were not required to file an IRS federal, Puerto Rico, or other foreign tax return. Please fill out the chart below and provide a Verification of Non-Filing letter from the IRS or foreign entity for the year 2022, as well as any relevant 2022 W-2s and/or 1099s.

Parent Source(s) of Income for Non-Tax Filers	2022 Amount Earned	W-2/1099 Attached? (Y/N)?

E. Student Income Information

Check the box that applies.

- I filed a 2022 IRS federal, Puerto Rico, or other foreign tax return. This information, and all schedules, will be uploaded.
- I did not work in 2022, did not earn any income, and did not/will not/was not required to file a 2022 IRS federal, Puerto Rico, or other foreign tax return.
- I earned income in 2022, but did not/will not/was not required to file an IRS federal, Puerto Rico, or other foreign tax return. Please fill out the chart below.

Student Source(s) of Income for Non-Tax Filers	2022 Amount Earned	W-2/1099 Attached (Y/N)?

F. Certifications

Each person signing this document affirms that all the data and information reported on this form and any attachments to this form are accurate and complete. I agree to provide additional documentation if requested. I further agree to notify your office of any error or omission. WARNING: Per Federal regulation, if false or misleading information is purposely provided on this worksheet, you may be fined, sentenced to prison, or both. PLEASE DO NOT SIGN THIS FORM ELECTRONICALLY/DIGITALLY.

Student's Signature _____ Parent's Signature _____

Date _____ Date _____