

Dependent Verification Worksheet 2024-2025

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding you federal student aid, we may ask you and your parents to confirm the information you reported on your FAFSA. If there are differences, your FAFSA information may need to be corrected. You and any parent whose information was reported on the FAFSA must complete and sign this worksheet, attach any required documents and submit them to us. We may ask for additional information. If you have any questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

Last Name	First Name	Middle Initial	Net ID
Address (include apt. no.)		Date of Birth	
City	State	Zip Code	Phone Number (include area code)

Section I: Housing Information

List the people in parents' household. Include the following:

- ☐ Yourself, even if you do not live with your parent(s).
- ☐ Your parents. Do not include a parent who is living in the household due to separation, divorce or death
- ☐ Your parents' other children if your parent(s) will provide more than half of their support from July 1, 2024 through June 30, 2025.
- ☐ Other people if they now living with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2024.

Full Name		Age	Relationship to you (self, parent, brother, sister, ect)
First	Last		
			Self

Note: We may require additional documentation if we have reason to believe that the information regarding the household member enrolled in eligible postsecondary education institutions is inaccurate. If there are more than seven people in your household, please attach a separate piece of paper with the above information for each additional person.

PLEASE RETURN ALL FORMS AND DOCUMENTATION IN PERSON, BY MAIL, PAWS, OR FAX TO:

Colorado State University Pueblo
Student Financial Services
2200 Bonforte Blvd.
Pueblo, CO 81001

Phone: (719) 549-2753

Fax: (719) 549-2088

Email Documents (PDF Only) to:

financialaid@csupueblo.edu

Last Name: _____ First Name: _____ Net ID: _____

Section II: Student 2022 Tax Information

Please mark the appropriate box for your tax situation and provide the required documents.

Check One	If you:	You must:
☐	Worked in 2022 and did not file a 2022 Tax Return	Provide copies of your 2022 W-2's and a list of 2022 employment information: Source: 1. _____ 2. _____ 3. _____ Amount: 1. _____ 2. _____ 3. _____
☐	Did not work in 2022 and did not file a 2022 tax return	By selecting this option you are verifying that you had zero wages/income in 2022

Section III: Parent 2022 Tax Information

Please mark the appropriate box for your tax situation and provide the required documents.

Check One	If your parent:	Parent must:
☐	Worked in 2022 and did not file a 2022 Tax Return	Submit Verification of Non-Filing (VNF) from the IRS and provide ALL copies of parent 2022 W-2's and a list of 2022 employment information: Source: 1. _____ 2. _____ 3. _____ Amount: 1. _____ 2. _____ 3. _____
☐	Did not work in 2022 and did not file a 2022 tax return	Submit a Verification of non-Filing (VNF) from the IRS. Low Income Worksheet Parent

Last Name: _____ First Name: _____ Net ID: _____

Section IV: Certification and Signatures

I understand that it is my responsibility to submit all necessary documentation listed in the previous tables that apply to my filing status. Failure to do so may result in delays in packaging and disbursement, late charges on my student bill, or being ineligible for financial aid for the enrollment period.

By signing this worksheet, I/we certify that all the information reported on this form is complete and correct. My/our signature(s) below authorize any needed corrections to the information reported on the Free Application for Federal Student Aid (FAFSA) as a result of the verification process. The student and on parent **MUST** sign this form.

Warning: Intentionally providing false and misleading information on the FAFSA is fraud. The penalties for lying on the FAFSA include, but are not limited to, fines of up to \$30,000 and up to five years of jail time, in addition to repaying the financial aid received by the student.

Student's Signature

Date

Parent's Signature

Date

How to Obtain Tax Documents from the IRS

Tax Return Transcript (TRT)

heading on the IRS homepage click "Get Your Tax Record." You can then choose to "Request online" or "Request by Mail." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."

Telephone Request: 1-800-908-9946

Verification of Non-Filing

Complete Form 4506-T found at https://www.irs.gov/pub/irs_pdf/4506t.pdf. Check box 7 (Verification of Nonfiling). For question 9, put 12/31/2022. Once completed, email to the appropriate address found on page 2 of Form 4506-T.

Section V: Identity and Statement of Educational Purpose

The student must appear in person at **Colorado State University Pueblo, Student Financial Services** to verify his/ her/their identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. 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.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below

If the student is unable to appear in person at **Colorado State University Pueblo, Student Financial Services** to verify his/her/their identity, the student must provide to the institution:

(a) The original Statement of Educational Purpose provided below, which must be notarized.

(b) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport.

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational Purpose
(Print Student's Name)

and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Colorado State University Pueblo for 2024-2025

Student's Signature

Date

CSUP Staff Signature

Date

Notary Portion:

State of _____ City/County of _____.

On _____, before me, _____, personally appeared _____,
(Date) (Notary's Name) (Printed name of signer)

and provided to me on the basis of satisfactory evidence of identification _____ to be the above-
(Type of Government-issue photo ID)

named person who signed the foregoing instrument. WITNESS my hand and official seal

My commission expires on _____

(Notary Signature)

THIS FORM CANNOT BE FAXED OR EMAILED. Federal Regulations require the original document to be mailed to:
Colorado State University Pueblo
Student Financial Services
2200 Bonforte Blvd
Pueblo, CO 81001