

# 2024-2025 VERIFICATION WORKSHEET

Arkansas Tech's Title IV School Code: 001089

This form must be completed in **blue or black ink** and returned to the Arkansas Tech Financial Aid Office

• Brown Hall, Suite 206 • 105 West O Street • Russellville, AR 72801 • 479-968-0399 • 479-964-0857 (fax) • fa.help@atu.edu •

Note: All notifications of missing information, awards, and general information from the Financial Aid Office will be e-mailed to your OneTech account.

Your Federal aid application was selected for review in a process called "verification". In this process, TECH's financial aid office will be comparing information from your aid application with data from the IRS and this worksheet. **If we find conflicting information between these documents and your FAFSA, we will request additional information from you.**

If you do not complete this and any additional financial aid requirements before **July 1, 2024**, all estimated aid will be cancelled and you will not receive an actual award notice until **all** requirements are complete. We must review the requested information under the financial aid program rules (CFR Title 34, Part 668). If we find errors on your FAFSA, we will process the corrections electronically.

If you have questions, call us at 479-968-0399. You may fax information to us at 479-964-0857. Please indicate the student's ID number on all documents and use **blue or black ink**.

Student's Last Name	First Name	MI	Student ID number
Address			Date of Birth
City	State	Zip Code	(     ) Phone Number

**Item 2:** Read. Check one box and follow instructions to complete next item.

**Independent Students:** For Item 3 below, write the names of all people you (and your spouse) will support between July 1, 2024 and June 30, 2025. Include yourself, your spouse and your dependent children and others (if you provide more than half of their support).

**Dependent Students:** For Item 3 below, write the names of all the people your parents will support between July 1, 2024 and June 30, 2025. **Include yourself, your parents (stepparents), your parent's dependent children and others** (if your parents provide more than half support or if they would be required to give parental information when applying for Federal student aid).

**If additional room is needed, attach a separate sheet of paper with names, ages, relationships.**

**Item 3:**

Full Name (first, mi, last)	Age*	Relationship to you
<u>Example: John Q. Smith</u>	<u>20</u>	<u>Self</u>

\*List ages as of date you applied on the 2024-25 FAFSA application.

Student Name: \_\_\_\_\_

ID Number: \_\_\_\_\_

**2024-2025 VERIFICATION WORKSHEET PAGE 2**

**TAX RETURN AND INCOME INFORMATION**

**Item 4:** Check the people below who **did** file a 2022 Federal income tax return and **used the IRS Data Retrieval Tool on the FAFSA:**

You                       Spouse                       Parent 1                       Parent 2

**Item 5:** Check the people below who **did** file a 2022 Federal income tax return and **DID NOT use the IRS Data Retrieval Tool on the FAFSA** and **submit** a copy of the 2022 IRS Tax Return Transcript:

You                       Spouse                       Parent 1                       Parent 2

**Item 6:** Check the people below who **did not and will not** file a 2022 Federal income tax return:

You                       Spouse                       Parent 1                       Parent 2

If you (or spouse) or your parent **did not file** a 2022 tax return but earned money in 2022, list earnings below and **submit** copies of all 2022 W-2 forms. (Example: student worked for Wal-Mart earned \$1000 or list odd jobs such as housekeeping, lawn mowing, etc., earned \$1000.)

1. I, student, did not and will not file a 2022 Federal income tax return. I worked at \_\_\_\_\_ & earned \$ \_\_\_\_\_ in 2022.
2. I, spouse, did not and will not file a 2022 Federal income tax return. I worked at \_\_\_\_\_ & earned \$ \_\_\_\_\_ in 2022.
3. I, parent 1, did not and will not file a 2022 Federal income tax return. I worked at \_\_\_\_\_ & earned \$ \_\_\_\_\_ in 2022.
4. I, parent 2, did not and will not file a 2022 Federal income tax return. I worked at \_\_\_\_\_ & earned \$ \_\_\_\_\_ in 2022.

**Important Information:** To obtain an IRS tax return transcript, go to [www.irs.gov](http://www.irs.gov) and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2021 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.

**ITEM 9: CERTIFICATION**

By signing this worksheet, I (we) certify that all the information reported to qualify for Federal student aid is complete and correct. If dependent, parent must sign. Warning: If you purposely give false or misleading information, you may be fined \$20,000, sent to prison, or both.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date