



University Financial Aid and Scholarship Services

2024-25 Institutional Verification Form

Student Name: \_\_\_\_\_ Aggie ID: \_\_\_\_\_
LAST FIRST MI

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Please read and complete this form carefully. For tables, read and fill out sections down and across.

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) was selected for a review process called verification. If there are differences between your FAFSA and the verification information provided, we will recalculate your financial aid eligibility and send you an updated award. If needed, we reserve the right to request additional documents that are not specified on this form.

TABLE 1: Family Size: List all members in the family with their names, ages and applicable details from the table.

If you are an independent student, list yourself, your spouse, any dependent children (even if they reside separately due to college enrollment), and any other individuals currently living with you. Include these dependent children and others only if you will provide more than half of their support from July 1, 2024, to June 30, 2025.

If you are a dependent student, include yourself, your parent(s) (and spouse or partner), other dependent siblings (even if they reside separately due to college enrollment), and any other individuals currently residing with the parent. Include these dependent children and others only if the parent will provide more than half of their support from July 1, 2024, to June 30, 2025.

Table with 5 columns: Full names of those in family size (Parent(s) must be listed for dependent students), Student ID, Age, Relationship to student (parent, brother/sister, etc.), Will this person attend college half-time (6 credit hours) or more in 2024-25? (Yes/No). Rows 1-6.

**TABLE 2:** Complete this table by checking the appropriate boxes down from each section, and then read across to confirm what required documents you must submit for both student and parent(s). **Dependent students** must provide parent(s') documents.

| Student Income   | Parent Income  | Submit the Required Documents   |
|--|--|---|
| <input type="checkbox"/> I filed a 2022 tax return and my information was used and successfully imported into the FAFSA.   | <input type="checkbox"/> I filed a 2022 tax return and my information was used and successfully imported into the FAFSA.   | In most cases, no further documentation will be required.   |
| <input type="checkbox"/> I filed a 2022 tax return, but my return was unavailable or could not be used. Instead, I will provide the institution with a 2022 IRS Tax Return Transcript(s) or a signed copy of the federal Income Tax Return and applicable schedules. | <input type="checkbox"/> I filed a 2022 tax return, but my return was unavailable or could not be used. Instead, I will provide the institution with a 2022 IRS Tax Return Transcript(s) or a signed copy of the federal Income Tax Return and applicable schedules. | <b>2022 IRS Tax Return Transcript.</b> You may request an IRS Tax Return Transcript online at <a href="https://irs.gov/individuals/get-transcript">irs.gov/individuals/get-transcript</a> or by calling 1-800-908-9946. |
| <input type="checkbox"/> I was employed but was not required to file a 2022 Federal Income Tax Return.<br><br>Note: Work-study is income and a W-2 is required.  | <input type="checkbox"/> I was employed but am not required to file a 2022 Federal Income Tax Return.  | <b>2022 W-2 Form(s) or other earning statement from employer(s).</b> If you have misplaced your W-2(s), you may request a duplicate from your employer(s).<br><br><b>Also, please Complete <u>Table 3</u> Below</b>     |
| <input type="checkbox"/> I was not employed and had no income.<br><br>*If you were required to put parent tax information on the FAFSA, do not submit a Verification of Other Income Form for yourself.  | <input type="checkbox"/> I was not employed and had no income.   | <b>2024-25 Other Income Form:</b> You are required to submit a <a href="#">Verification of Other Income</a> to the Financial Aid Office.  |

**Table 3:** Complete this section by providing any 2022 income sources and amounts for the student, spouse, or parent. Please fill out all sections across the table.

| Whose Income? | Employer's Name                    | 2022 Amount Earned | IRS W-2 Provided? If not, please explain. |
|---------------|------------------------------------|--------------------|---|
| Student       | Al's Auto Body Shop (example)      | \$2,000.00         | Yes                                       |
| Parent        | Pete's Restaurant Supply (example) | \$2,000.00         | No, no longer in business.                |
|               |                                    |                    |   |
|               |                                    |                    |   |
|               |                                    |                    |   |
|               |                                    |                    |   |

By signing below, I/we certify that all the information reported on this worksheet is complete and correct. **For dependent students, the student and one parent must sign.** Warning: purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both. **WET SIGNATURE REQUIRED.**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

**Incomplete sections may result in delayed processing and disbursement of financial aid.**

**Please return this form to the Financial Aid office at your primary campus.**

*If you choose to email this form, please use your [myNMSU](#) email for security purposes.*