



**2024-2025  
V1 Verification Worksheet- INDEPENDENT**

Your FAFSA application has been selected by the federal government for review in a process called "Verification". In this process, information from your FAFSA will be compared with this worksheet and all other required documents. If there are differences, your FAFSA information will be corrected by our office. Your financial aid will not be determined until this form and all required documents are received and reviewed. **Do not submit this form without all the required documents. Please complete sections A through E.**

**A. STUDENT DEMOGRAPHIC INFORMATION**

Last Name	First Name	M.I.	CID Number or SSN
Street Address			Date of Birth
City	State	Zip Code	Phone Number (include area code)

**B. VERIFICATION OF FAMILY SIZE**

Include: • **Yourself**

- **Your spouse**, if you are married and reside in the same household. **Do not include your significant other.**
- **Your children**, if any, if you will provide more than half of their support from July 1, 2024 through June 30, 2025, or if the child would be required to provide your information if they were completing a FAFSA for 2024-2025. Include children who meet either of these standards, even if they do not live with you.
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2024 through June 30, 2025.

Full Name	Age	Relationship
Example: Mary Jones	25	Spouse
		Self

If more space is needed, attach a separate page.

## C. VERIFICATION OF STUDENT/SPOUSE TAX FILING STATUS

### 1. Student Tax Filing Information (Do not leave this section blank you must select box A, B or C below)

**A** I (the student) filed a 2022 Federal Income Tax Return.

- **REQUIRED:** Provide a signed copy of student's 2022 Federal Income Tax Return or a copy of student's 2022 Tax Return Transcript from the IRS at [IRS website \(irs.gov\)](https://www.irs.gov).
- **REQUIRED:** Attach copies of **all** 2022 W-2 forms issued to the student.

**B** I (the student) worked and did not file a 2022 Federal Income Tax Return. **Complete the chart below.** List every employer even if the employer did not issue an IRS W-2 form.

- **REQUIRED:** Attach copies of **all** 2022 W-2 forms issued to the student.

Employer's Name	2022 wages earned	
Example: Suzy's Auto Body Shop	\$2,000	
	\$	<b>Copy of W-2 must be provided with this form.</b>
	\$	<b>Copy of W-2 must be provided with this form.</b>

**C** I (the student) did not work in 2022. Explain below how the household was supported.

How did you support your household? \_\_\_\_\_

### 2. Spouse Tax Filing Information (If Married) (You must select box A, B, C or D below)

**A** My spouse and I filed or will file a 2022 joint Federal Income Tax Return.

- **REQUIRED:** Attach copies of **all** 2022 W-2 forms issued to the spouse.

**B** My spouse filed or will file a separate 2022 Federal Income Tax Return

- **REQUIRED:** Provide a signed copy of spouse's 2022 Federal Income Tax Return or Tax Return Transcript from the IRS at [IRS website \(irs.gov\)](https://www.irs.gov).
- **REQUIRED:** Attach copies of **all** 2022 W-2 forms issued to the spouse.

**C** My spouse worked and did not file a 2022 Federal Income Tax Return. **Complete the chart below.** List every employer even if the employer did not issue an IRS W-2 form.

- **REQUIRED:** Attach copies of **all** 2022 W-2 forms issued to the spouse.

Employer's Name	2022 wages earned	
Example: Suzy's Auto Body Shop	\$2,000	
	\$	<b>Copy of W-2 must be provided with this form.</b>
	\$	<b>Copy of W-2 must be provided with this form.</b>

**D** My spouse did not work in 2022 and did not file a 2022 Federal Income Tax Return.

## D. MARITAL STATUS

As of today what is your marital status? (**CHECK ONE**)

Married **Date of Marriage:** \_\_\_\_\_ (Do not leave date blank)

Separated/Divorced (I am separated or divorced and am solely maintaining a separate household)

**Separation/Divorce Date:** \_\_\_\_\_ (Do not leave date blank)

Never Married

Widowed **Date:** \_\_\_\_\_ (Do not leave date blank)

## E. CERTIFICATION AND SIGNATURES

By signing below you certify that all of the information reported is complete and correct and that all required documentation has been attached.

**WARNING: if you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

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*Student Signature*

*Date*

**Return to: 1 Academic Drive, Corning, NY 14830 • Attn: Financial Aid • Phone (607) 962-9875**

**Do not submit this form without all the required documents. Documentation and forms should be submitted as a complete packet. Do not leave any blanks. **Incomplete items will be returned which will delay processing.****

**Please allow 2 to 4 weeks for processing.**

We will continue to accept documentation through November 30, 2024 for the fall semester and April 30, 2025 for the spring semester. After those dates, documentation will be accepted on a case-by-case basis as it may be too late to process corrections and award federal aid.

## Verification Frequently Asked Questions

### 1. What is verification?

The verification process is designed by the U.S. Department of Education to assure that the student has reported all information correctly on the FAFSA and will receive all of the aid for which he or she is eligible, so it is important to provide all requested items as well as carefully and thoroughly completing any necessary forms.

### 2. What documents do I need to submit with the verification form?

It is important to review the verification worksheet to be sure all questions have been answered, there are no blanks and all required signatures are on the form.

**If the student and/or spouse filed a 2022 Federal Income Tax Return** a signed copy of the 2022 Federal Income Tax Return and a copy of W-2 form from each employer is required.

**If the student and/or spouse did not file a 2022 Federal Income Tax Return** but had income from working in 2022 a copy of the W-2 form from each employer is required.

### 3. What happens after I submit the verification worksheet and all required documents?

After the complete verification packet is received it will be reviewed and compared with the information on the FAFSA. If further information is required after the review, our office will notify you by mail or your CCC email. Our office will make any required changes to the FAFSA on behalf of the student, if necessary. The complete verification review process may be 2 to 4 weeks.

### 4. When and how will I know what financial aid I am eligible to receive?

Once the verification review is complete and any necessary corrections are made to the FAFSA (2-4 weeks after all required documents are submitted), our office will determine the student's financial aid eligibility. The student will receive an eligibility notice from our office by email with instructions on how the student can access their financial aid in MyCorning along with information on the next steps required before the aid will pay to the student's tuition bill.

### 5. Is there a deadline to submit the verification packet?

Please submit all required documents within 20 days of receiving the verification worksheet. However, we will continue to accept documentation through November 30, 2024 for the fall semester and April 30, 2025 for the spring semester if the student is currently enrolled and has not withdrawn from all courses. After those dates, documentation will be accepted on a case-by-case basis as it may be too late to process corrections and award federal aid.