

Verification Statement – Dependent Student

Please print, complete, sign, and submit this form.

Step 1 – Student Information

Last Name	First Name	Student ID
Permanent Home Address (Include Apt. number)		Date of Birth
City	State	Zip Code
		Phone Number (include area code)

Step 2 – Household Information

Carefully read the following instructions, and in the table below, report information for:

- Yourself, the student (full name and age)
- **Your parents**, including stepparents, even if you do not live with your parents. (Do not include your noncustodial parent.)
- Your parent(s)' other dependent children if;
 - your parent(s) will provide more than half of their support from July 1, 2024, through June 30, 2025, or if;
 - the other children would be required to provide parental information if they were completing a FAFSA for 2024–25.
 - Include children who meet either of these standards even if the children do not live with the parents.
- Other people only if they now live with your parent(s) and your parent(s) will provide more than half of their support from July 1, 2024, through June 30, 2025.
- Provide college information for the individuals listed if they are attending at least half-time during the 2024-25 academic year, in a program leading to a degree, diploma, or certificate.

Line	Full Name	Age	Relationship to Student	Name of College Attending in 2024-2025	Will be Enrolled at Least Half Time? (Yes or No)
1			<i>Self</i>	King's College	
2			<i>Parent 1</i>	Not Applicable	Not Applicable
3			<i>Parent 2/Stepparent</i>	Not Applicable	Not Applicable
4					
5					
6					

Step 3 – Student's Tax Filing Status – Calendar Year 2022

Did you file, or were you required to file, a 2022 U.S. Federal Tax Return or Foreign National Tax Return?

_____ **YES.** Please attach *2022 tax return transcript* or *signed copy of your 2022 tax return* if you did **NOT** use the **Financial Aid Direct Data Exchange (FA-DDX) on the FAFSA.**

_____ **NO, and I had no earnings from work.** Submit a *2022 IRS Verification of Non-Filing Letter* with this form.

_____ **NO, but I had some earnings from work.** Submit a *2022 IRS Verification of Non-filing Letter* and all *2022 W-2's* with this form.

Step 4 – Parent(s)' Tax Filing Status – Calendar Year 2022

Did your parent(s) file, or were they required to file a 2022 U.S. Federal Tax Return or Foreign National Tax Return?

_____ **YES.** Please attach *2022 tax return transcript or signed copy of your 2022 tax return* if you did not use the **Financial Aid Direct Data Exchange (FA-DDX) on the FAFSA.**

_____ **NO, and I had no earnings from work.** Submit a *2022 IRS Verification of Non-Filing Letter* with this form.

_____ **NO, but I had some earnings from work.** Submit a *2022 IRS Verification of Non-filing Letter* and all *2022 W-2's* with this form.

Step 5 – Certification

I certify all the information reported is complete and correct (the student and at least one parent must sign). A handwritten signature, not typed, is required:

Student Signature

Date

Parent Signature

Date

FINAL CHECK LIST

To prevent delays in verification processing, please take a moment to review the check list below to make sure you have completed the verification worksheet entirely and that you have included the applicable documents.

___ Complete the entire worksheet.

___ Submit all 2022 W2's.

___ Attach all applicable schedules (schedule C, E, K-1 [IRS form 1065] 1, 2, 3).

___ Attach a 2022 tax return transcript or signed copy of your 2022 tax return if you did not use the Financial Aid Direct Data Exchange (FA-DDX) on the FAFSA.

****Images (JPEG, GIF, PNG) of documents WILL NOT BE ACCEPTED.**

If your parent(s) did not file a 2022 tax return:

You must attach a 2022 IRS Verification of Non-Filing Letter if your parent(s) were not required to file 2022 Federal Income Taxes. **You must request this letter from the IRS.**

You must request this letter by fax or mail using IRS form 4506-T included with this worksheet. Boxes 7 and 9 have been pre-filled for your convenience. Complete the remainder of this form making sure to sign and date at the bottom. Mail it or fax it to the correct address/fax number as listed under "Chart for all other transcripts" on page 2 of the form. **The IRS will send you the Verification of Non-Filing Letter which you will submit to King's College with this form.**

If 2022 income tax return information for the parents was not available or could not be used, the parents should provide the institution with a **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules.**

A 2022 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by Mail** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript Online** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.