

Please **read** this important information **BEFORE** completing the
“2024/2025 Dependent Verification Worksheet”

Read and Review:

In order to complete this form accurately and in its entirety, per the U.S. Department of Education’s Federal Regulations, please note the following important information:

- The 2024/2025 Dependent Verification Worksheet must be completed entirely by the student, with the exception of the parental signature. Any and all documents must be submitted directly to the Chesapeake College Financial Aid Office via our secure upload [link](#). Do not mail or email documents to our office.
- Information in regards Section A:
 - The student should complete this section as it pertains to demographic information about themselves.
- Information in regards to Section B:
 - Please read all of the instructions in Section B before completing the household chart. These instructions will guide you to complete the household chart accurately.
 - The student should be listed in the “self” line
- Information in regards to Section C:
 - If the student did not use the Direct Data Exchange (DDX) on the FAFSA to retrieve and transfer 2022 IRS income information into the student’s FAFSA, they **must** submit their 2022 Federal 1040 Tax Return and all Schedules (such as Schedule 1, 3, 4, C, E, F.) All Federal 1040 Tax Returns **must** be signed, with a “wet” signature by the tax filers in the “Sign Here” section of the 1040 (found on page 2 of the 1040 form.) Documents without “wet” signatures or typed and/or electronic signatures will not be accepted.
 - Example of “Sign Here” section on 2022 Federal 1040 Tax Return:

Sign Here	Under penalties of perjury, I declare that I have examined this return and belief, they are true, correct, and complete. Declaration of preparer (other	
	Your signature	Date
Joint return?		

- Information in regards to Section D:
 - If the student’s parent did not use the Direct Data Exchange (DDX) on the FAFSA to retrieve and transfer 2022 IRS income information into the student’s FAFSA, they **must** submit their 2022 Federal 1040 Tax Return and all Schedules (such as Schedule 1, 2, 3, 4, C, E, F.) All Federal 1040 Tax Returns **must** be signed, with a “wet” signature by the tax filers in the “Sign Here” section of the 1040 (found on page 2 of the 1040 form.) Documents without “wet” signatures or typed and/or electronic signatures will not be accepted.
 - Example of “Sign Here” section on 2022 Federal 1040 Tax Return:

Sign Here	Under penalties of perjury, I declare that I have examined this return and belief, they are true, correct, and complete. Declaration of preparer (other	
	Your signature	Date
Joint return?		

- Information in regards to Section E:
 - Student and/or student’s parent Non-Tax Filers **must** submit 2022 W2’s from all employers, even if a 2022 tax return was not completed.
- Information in regards to Signature Section:
 - “Wet” signatures must be provided. Documents without “wet” signatures will not be accepted. Typed and/or electronic signatures will not be accepted.



2024/2025 Dependent Verification Worksheet

Your application for financial aid has been selected for Verification. Verification is a process mandated by the U.S Department of Education that requires Chesapeake College to compare the information you reported on your Free Application for Federal Student Aid (FAFSA) to this worksheet, and request other information if necessary. **Please complete the worksheet below printing clearly, in ink and electronic/typed signatures will not be accepted.** Your file will remain incomplete until the required forms are submitted. *Warning: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both. Your school must review the requested information, under the financial aid program rules (34 CFR, Part 668).*

A. Student Information

Last name	First name	M.I.	Chesapeake College Student ID Number
Address			Date of birth
City	State	Zip Code	Phone number
Student Email Address			

B. Student Household Information - **READ CAREFULLY** -- List **ALL** the family members in your parents' household below, please include:

- a. **Yourself AND**
- b. Your parent(s) (biological and/or stepparent) listed on your FAFSA (even if you do not live with your parents), **AND**
- c. Your siblings, if the following are true:
 - i. They live with the student's parents (or live apart because of college enrollment);
 - ii. They will receive more than half of their support from the student between July 1, 2024 through June 30, 2025;
- d. Other people, if the following are true:
 - i. They live with the student's parents
 - ii. They will receive more than half of their support from the student between July 1, 2024 through June 30, 2025
- e. Also provide the name of the college for any household member, excluding your parent(s), who will be attending college, at least half-time between July 1, 2024 and June 30, 2025, and will be enrolled in a degree, diploma, or certificate program.

The provided criteria for "dependent children" or "other persons" align with the requirement that family size align with whom the parent could claim as a dependent on a U.S. tax return if the parent were to file a U.S tax return at the time of completing the 2024-2025 FAFSA. As a result, any unborn children cannot be counted in the family size. Support is defined as providing food, housing, medical/dental care or health insurance, money or other financial resources. If you need more space, attach a separate sheet.

Full Name	Age	Date of Birth	Relationship to Student	If in College, Name of College <small>(enrolled for Fall 2024 and/or Spring 2025)</small>	Enrolled at Least Half Time <small>(6+ Credits)</small>
			Self	Chesapeake College	

C. Student's Income Information (Check one box that applies)

- The student provided consent on the FAFSA to transfer 2022 Federal Tax Information (FTI) through Direct Data Exchange.
- The student is unable to use the Direct Data Exchange and will provide the institution with a 2022 IRS Tax Return Transcript(s) or a **signed** copy of the 2022 **Federal** tax return and Schedules 1, 2, 3, C and/or F, if filed.
- The student was not employed in 2022 and had no income earned from work in 2022.
- The student was employed but was not required to file a 2022 Federal tax return. List below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form or an equivalent document is provided. List every employer even if the employer did not issue an IRS W-2 form.

2022 Student's Employer's Name	2022 Amount Earned <small>(from Box #1 of W2)</small>	W2's attached? <small>(this is a requirement)</small>

D. Parent(s) Income Information (Check one box that applies)

- The parent(s) provided consent on the FAFSA to transfer 2022 Federal Tax Information (FTI) through Direct Data Exchange.
- The parent(s) are unable to use the Direct Data Exchange and will provide the institution with a 2022 IRS Tax Return Transcript(s) or a **signed** copy of the 2022 Federal tax return and Schedules 1, 2, 3, C and/or F, if filed.
- Neither parent was employed in 2022, and neither had income earned from work in 2022.
- One or both parent(s) were employed but was not required to file a 2022 Federal tax return. List below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form or an equivalent document is provided. List every employer even if the employer did not issue an IRS W-2 form.

2022 Parent(s) Employer's Name	2022 Amount Earned <small>(from Box #1 of W2)</small>	W2's attached? <small>(this is a requirement)</small>

Parent Non-filers must request a **Verification of Non-Filing Letter** directly from the IRS. You are required to do this for your spouse as well. Request letters online at www.irs.gov. Once obtaining, please submit letter(s) to the Financial Aid Office. The students file will not be reviewed for Financial Aid eligibility until letter(s) are received.



E. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

Student's Signature _____ Date _____
(Typed or electronic signatures are not permitted)

Parent's Signature _____ Date _____
(Typed or electronic signatures are not permitted)

This form must be submitted directly to the **Chesapeake College Financial Aid Office** via our secure upload [link](#).
Do not mail or email documents to our office.