

**University of New England Student Financial Services
2024-25 Dependent Verification Worksheet**

Your FAFSA has been selected for a process called "Verification," which means the information reported on it is compared with tax and income documentation for accuracy. If discrepancies are found, our office will make corrections to your FAFSA. When completing this form, use information from the parent(s) who provides the greater portion of your financial support, even if you do not live with them. If your parents are separated or divorced and live in different households, and both parents provided an exactly equal amount of financial support during the past 12 months, or if they don't support you financially, list the parent with the greater income and assets. **We reserve the right to request additional information if any conflicting information is found during the review of these documents.** For more information, please visit www.une.edu/verification. **PLEASE thoroughly read and fully complete entire form.**

1) Provide student information:

		910
Last Name	First Name	M.I.
Physical Home Address (not a PO Box)		
City	State	Zip
PRN (Personal Reference Number-Student ID)		
Date of Birth		
Phone Number		

2) Confirm Family Size - List the members of your household including:

- Yourself and your parent(s) who provides greater portion of your financial support. If parent is remarried, include step-parent.
- Other people if they live in the household and your parents provide more than half of their financial support and will continue to between July 1, 2024 and June 30, 2025.

Full Name	Age	Relationship to you	Full Name	Age	Relationship to you
UNE Student		<i>Self</i>	Family Member #2		
Family Member #3			Family Member #4		
Family Member #5			Family Member #6		
Family Member #7			Family Member #8		

To list additional family members, please include separate sheet with student's name & UNE PRN.

3) Provide SIGNED copies of **2022 Federal Tax Returns*** for both student and parent. Include Schedules 1-3 and B-F. If return also includes **Rollover** and/or **Business Income**, also provide:

- Form 5498 or proof of rollover to a new retirement account
- K-1 Form 1065 from business return if *Partnership* is reported on Schedule E

**Note: Signed copies of returns are required regardless of FAFSA consent to share Federal Tax Information (FTI) to the Department of Education. If you do not have a copy of your 2022 return, see instructions for requesting a Tax Return Transcript on reverse side.*

If parent or student were not required to file a 2022 federal tax return and, therefore, did not, check corresponding box below. Non-tax filers must certify all sources and amounts of **earnings, income and resources of financial support** during 2022, including social security. In boxes below, provide names of all employers, the amount earned from each employer in 2022, and whether W-2 form or an equivalent document was provided. List every employer/financial source even if the employer did not issue a W-2 form.

I (student) did not file a 2022 federal tax return.

STUDENT 2022 Non-Tax Filer Income Information		
Employer's Name	IRS W-2 Form or an Equivalent Document Received/Provided?	Annual Amount Earned in 2022
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4500.00

I (parent) did not file a 2022 federal tax return.

PARENT 2022 Non-Tax Filer Income Information		
Employer's Name	IRS W-2 Form or an Equivalent Document Received/Provided?	Annual Amount Earned in 2022

- 4) Provide copies of **all 2022 W2 forms** (or equivalent documents) for student and parent(s).
- 5) Indicate if parent(s) listed on this form received **child support for any/all children living in the household** during the last complete calendar year (*check one*):
- YES:** Indicate total amount received during the last calendar year for all children in household \$ _____
Provide name of person who received the support: _____
List names of child(ren) for whom support was received: _____
- NO:** For parents who have never married, are divorced or remarried provide an explanation for why child support was not received. If an adequate explanation is not provided, additional info may be requested: _____


- 6) **Sign** (*electronic/typed signatures are NOT acceptable*) to certify all information reported on this form is accurate and you agree to comply with all verification policies as stated by the University. Also, if additional documentation is requested due to conflicting information found during the verification process, you agree to submit the information needed to resolve the conflict.

Student

Date

Parent

Date

 **All documents MUST be received no later than 4 weeks prior to the end of the current semester. Failure to submit documents in a timely manner could affect your financial aid eligibility!**

Mail documents to: 11 Hills Beach Rd, Biddeford, ME 04005-OR-**Fax to:** (207) 602-5968-**Contact us at:** P (207) 602-2342 or sfs@une.edu. Please review our website page for important information: www.une.edu/sfs

**Instructions on requesting a 2022 IRS Tax Return Transcript, if signed copy is unavailable.
Transcripts can be sent to our office in lieu of signed returns.**

- **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.