

# 2024-2025 Verification Worksheet

PLEASE COMPLETE AND ATTACH ALL OF THE REQUESTED INFORMATION.

## STEP 1: Student Information

Last Name	First Name	M.I.
Street Address (include apt. no.)		
City	State	Zip Code
Home Phone Number (include area code)		

Please return form to:  
Financial Aid Office  
333 Western Avenue, Westfield, MA 01086  
Tel: 413.579.3080 - Fax: 413.579.3019  
financialaid@westfield.ma.edu

Student's Identification Number
Date of Birth
Student's Email Address
Alternate or Cell Phone

## STEP 2: Family Information

### DEPENDENT STUDENTS

- **A student is considered dependent if there was Required to provide parental data on the FAFSA.**

Fill in the chart below. Be sure to include:

- Yourself and
- Your parent(s) (including a step-parent)
  - *You must include your parent(s) if you are a dependent student.*
- Other dependent children of your parent(s),
  - --If your parent(s) will provide more than half of their support from July 1, 2024, through June 30, 2025.
- Other people,
  - --If they now live with your parent(s) and your parent(s) will provide more than half of their support between July 1, 2024 through June 30, 2025.

### INDEPENDENT STUDENTS

- **A student is considered independent if he/she was not required to provide parental data on the FAFSA.**

Fill in the chart below. Be sure to include:

- Yourself
- Your spouse (if you are married)
- Your children, if you will provide more than half of their support between July 1, 2024 and June 30, 2025
- Other people, only if they live in your household and you will provide more than half of their support between July 1, 2024 and June 30, 2025

FULL NAME	AGE	RELATIONSHIP
		You - the student

**STEP 3: STUDENT TAX & INCOME INFORMATION FOR THE 2022 CALENDAR YEAR.**

Check **ONLY ONE**:

- My ITF was transferred.
- Attached is a signed copy of my [2022 Federal Tax Return \(1040\)](#), along with Schedules 1, 2, and 3, if applicable.
- I did not work in 2022. (Independent students - attach Verification of Non-filing.)
- I worked but was not required to file a 2022 Federal Tax Return.

***If you were not required to file a 2022 Federal Tax Return, please submit your W-2 form(s), and complete the chart below.*** (Independent students - attach Verification of Non-filing.)

Employer's Name	2022 Amount Earned	Attach IRS W2

**STEP 4: PARENT OR SPOUSE TAX & INCOME INFORMATION FOR THE 2022 CALENDAR YEAR.**

Refer to the chart in STEP 2. If you included a parent or spouse in your Family Information, you **must** complete this section. [If parents or spouse filed a separate 2022 IRS income tax return, the IRS DRT cannot be used and the 2022-signed tax return must be provided for each. Please notify the financial aid office if there has been a change in marital status after 12/31/2021.](#)

Check **ONLY ONE**:

- I selected ITF retrieval for my parent(s) or my spouse when completing the FAFSA.
- Attached is a copy of my parent(s) or my spouse's [2022 Federal Tax Return \(1040\)](#), along with Schedules 1, 2, and 3, if applicable.
- My parent(s) or my spouse did not work in 2022. (Attach Verification of Non-filing.)
- My parent(s) or my spouse worked but was not required to file a 2022 Federal Tax Return.

***If your parent(s) or your spouse was not required to file a 2022 Federal Tax Return, please submit W-2 form(s), and complete the chart below.*** (Attach Verification of Non-filing.)

Employer's Name	2022 Amount Earned	Attach IRS W2

**STEP 5: CERTIFICATION** By signing this worksheet, I certify all of the information report is complete and correct.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent OR Spouse Signature (if applicable)

\_\_\_\_\_  
Date