



## 2024-2025 Federal Verification Worksheet

Your 2024–2025 Free Application for Federal Student Aid (FAFSA) was selected for verification. Verification is the process used to confirm that the data reported on your FAFSA form is accurate. The law states that the verification process must be completed before disbursing Federal Student Aid. We may ask for additional information, if necessary, for clarification. If you have questions about verification, contact the financial aid office as soon as possible so that your financial aid will not be delayed.

**A. STUDENT INFORMATION** – Please fill it in with the student’s information.

Student’s Last Name	First Name	M.I.	VGI ID Number
Permanent Street Address (include apt. no.)			Student’s Date of Birth
City	State	Zip Code	Student’s Email Address
Student’s Home Phone Number (include area code)			Student’s Alternate or Cell Phone Number

**B. Household Information** – List the people in **your** household.

Please complete the grid below. Include the name, age and relationship to the student of all household members. Criteria for household members are listed separately for Dependent and Independent students.

**Dependent Students:** List the people that your parent/custodial parent will support\* between July 1, 2024 – June 30, 2025. Include the following people:

- You and your parent(s) – If your parents live together, both need to be included in your household below. If your legal parents are separated or divorced, please include your custodial parent and their spouse if married or remarried.
- Your parent(s) other children if the parent(s) will provide more than half of their support\* from July 1, 2024 – June 30, 2025, or if the other children would be required to provide parental information if they were completing a FAFSA for 2024-2025. Include children who meet either of these standards even if the children do not live with your parents.
- Other people if they now live with your parent(s) and your parent (s) provide more than half of their support\* between through June 30, 2025

**Independent Students:**

- You and your spouse (If married)
- Your children, if you and your spouse 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 they will continue to provide more than half of their support through June 30, 2025.

\***Support:** includes money, gift, loans, housing, food clothes care medical and dental care, payments of college costs.

Also, write in the name of the college for any noted above, 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.

Full Name	Age	Relationship	University/College	Will be Enrolled at Least Half Time
		<i>Self</i>	<i>New Jersey City University</i>	<i>Yes</i>

*If more space is needed, attach a separate page with the student’s name and ID number at the top.*



If your household has changed since you completed your FAFSA (e.g. household size, number in college etc.), please provide the details here:

- No, my household has not changed since completing my 2024-2025 FAFSA
- Yes, because: \_\_\_\_\_

**C. TAX RETURN FILERS**

If while completing the FAFSA, you and/or your parent consented and the FA-DDX pulled over your Federal Tax Information and/or your parents tax information, no additional tax documents are needed. If the FA-DDX transfer was ineffective, you must submit a 2022 IRS Tax Return Transcript or signed copy of your 2022 Federal Income Tax Return along with ALL applicable schedules.

**Important Note:** If the student (spouse) and/or parent filed an amended 2022 IRS tax return, please contact your financial aid administrator before completing this section.

**D. TAX RETURN NON-FILERS**

If student (spouse) and/or parent did not and are not required to file a 2022 income tax return, they must submit an **IRS VERIFICATION OF NON-FILING LETTER** dated on or after 10/1/2023 for tax year 2022 whether or not you were employed. To request a copy of the VERIFICATION OF NON-FILING LETTER (VNF) from the Internal Revenue Service, call (800) 908-9946 or go to [www.IRS.gov](http://www.IRS.gov). If you're unable to obtain a VNF, you must submit a signed NJCU Non-Filing statement

**E. Income Information to Be Verified**

- The student (or your spouse, if married) has used the IRS DRT to transfer 2022 IRS income tax return information.
- The student (or your spouse, if married) is unable to consent for the FA-DDX to pull the tax information over and will provide the school with a **2022 IRS Tax Return Transcript(s) or SIGNED 2022 TAX RETURN.**

*\*\*If the student and spouse filed separate 2022 IRS income tax returns, the FA-DDX cannot be used and the 2022 IRS Tax Return Transcript(s) or SIGNED 2022 IRS TAX RETURN must be provided for each.*

- The student and spouse were not employed and had no income earned from work in 2022.
- The student and/or spouse were employed in 2022 and have listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form is provided. List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2022
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>

*If more space is needed, attach a separate page with the student's name and ID number at the top.*

**Certifications and Signatures**

Each person signing below certifies that all of the information reported is complete and correct. We understand that if we purposely give false or misleading information. We could be fined, jailed or both.

\_\_\_\_\_  
**Student's Signature (Ink Signatures Only)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Spouse's Signature (Ink Signatures Only)**

\_\_\_\_\_  
**Date**

**Valley Grande Institute**  
**Student Financial Aid**  
Hepburn Hall, Room 215

Phone: (201) 200-3173 | Email: [financialaid@vgi.edu](mailto:financialaid@vgi.edu)