



2024-2025

Independent Institutional Verification Worksheet (Group 1)

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The Department of Education regulations state that before awarding Federal Student Aid, we may ask you to confirm the information you and your spouse reported on your FAFSA. To verify that you provided correct information the financial aid administrator will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid office. You may be asked for additional information. **If you have questions about verification, contact the financial aid office as soon as possible so that your financial aid will not be delayed.**

Section A. Student's Information

XXX-XX-

Student's Last Name First Name M.I. Last 4 digits of Student's SSN

Student's 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

Section B. Family Information

List the people in your household. **Include:**

- yourself and your spouse if you have one, **and**
- your children, if you will provide more than half of their support and will continue to provide more than half of their support from July 1, 2024 through June 30, 2025.
- other people if they now live with you, and you will provide more than half of their support and will continue to provide more than half of their support from July 1, 2024 through June 30, 2025. (Half support form may be required)

Number in College: Include below information about any household member who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2024 and June 30, 2025, include the name of the college.

Full Name	Age	Relationship	College
		Self	Sterling College

NOTE: If additional space is needed, please attach another sheet.

Section C. Tax Filer Information

FOR THE STUDENT Please choose ONE of the following.

- ☐ Check here if student will **not** file and are **not** required to file a 2022 U.S. Income Tax Return*. List total amount earned in 2022 here_____.
Please send in a copy of all 2022 W-2 forms if available. Please send a Verification of Non-filing letter from the IRS. (This may be ordered at www.irs.gov by clicking on “Get Your Tax Record” or by completing a form 4506-T and faxing to 620-869-9033.)
- ☐ Check here if student has filed, and had your tax documents imported into FAFSA using the IRS Data Retrieval Tool.
- ☐ Check here if student provided IRS tax return transcript with verification worksheet. NOTE: Tax transcript may be ordered at www.irs.gov, “Get Your Tax Record” or by completing a 4506-T EZ form and faxing to 620-869-9033 or mail to 125 W Cooper, Sterling, KS 67579, Attn: Financial Aid. **NOTE:** Account Transcripts are NOT accepted.

FOR THE SPOUSE Please choose ONE of the following.

- ☐ Check here if spouse will **not** file and are **not** required to file a 2022 U.S. Income Tax Return*. List total amount earned in 2022 here_____.
Please send in a copy of all 2022 W-2 forms if available. Please send a Verification of Non-filing letter from the IRS. (This may be ordered at www.irs.gov by clicking on “Get Your Tax Record” or by completing a form 4506-T and faxing to 620-869-9033.)
- ☐ Check here if spouse has filed, and had their tax documents imported into FAFSA using the IRS Data Retrieval Tool.
- ☐ Check here if spouse provided IRS tax return transcript with verification worksheet. NOTE: Tax transcript may be ordered at www.irs.gov, “Get Your Tax Record” or by completing a form 4506-T EZ form and faxing to 620-869-9033 or mail to 125 W Cooper, Sterling, KS 67579, Attn: Financial Aid. **NOTE:** Account Transcripts are NOT accepted.

*Tax returns include the Federal 2022 IRS Form 1040 or a tax return from Puerto Rico or a foreign income tax return.

WARNING: If you purposely give false or misleading information to help establish eligibility for federal student aid, you may be subject to a \$20,000 fine, a prison sentence, or both.

VERIFICATION CAN NOT BE COMPLETED WITHOUT ALL REQUIRED DOCUMENTS.

Section D. SIGNATURE (Wet signatures are required. You must print this form, sign, then mail to our office or scan to email or fax.)

By signing this worksheet, I certify that all the information reported to qualify for federal student aid is complete and correct.

Student

Date

You should make a copy of this worksheet for your records.

Return to: Sterling College
Attn: Financial Aid
125 W. Cooper, Sterling, KS 67579
Phone: (620) 278-4206 Fax (620) 869-9033

Revised 10/23