



Your 2024–2025 FAFSA was selected for a process called verification. As required by U.S. Department of Education, the Office of Financial Aid will compare your and your spouse (if married) data on the submitted FAFSA with the information on this worksheet and other required documents. If there are differences between your submitted FAFSA and the information provided, the Office of Financial Aid will make the necessary corrections.

**Per federal law, we are unable to award or disburse any federal and/or state aid until this is completely resolved.**

**A. Student's Information**

	B	
Student's Last Name, First Name, MI	Student's Benedictine ID No.	Student's Date of Birth (MM/DD/YYYY)
Street Address (include apt. no.)	City, State	Zip Code
		Email Address

**B. Independent Student's Family Information**

List the names of all the people in your household below. You must include:

- Yourself.
- Your spouse, if you are married.
- **Dependent children**, if any, that you will provide more than half of their financial support from July 1, 2024, through June 30, 2025, or if the child would be required to provide your financial information if they were completing a 2024-2025 FAFSA. Include children even if they do not live with you due to temporary absences (such as college enrollment, military service, etc.).
- **Other people** that live with you and if you will provide more than half of their financial support from July 1, 2024 through June 30, 2025.

Full Name	First	Middle	Last	Age	Relationship to Student
EXAMPLE:	Benjamin	Robert	Jones	18	Brother
					Self

**C. Student's (and Spouse's, if married) Income Information to Be Verified**

1. Check one of the boxes below, if you are Tax Return Filer:

- The student (and Spouse, if married) provided consent and approval to share and import income and tax information directly from the IRS to the FAFSA form. No, further documentation will be needed to verify 2022 income.
- The student's (and Spouse, if married) 2022 income tax return information was not available or could not be used to import, therefore, the student **must** submit a 2022 U. S. Income Tax Return IRS Transcript or a signed copy of the 2022 U.S. Income Tax Return and applicable schedules to the University.

2. Check one of the boxes below, if you (and spouse, if married) are **Non-Tax Filer(s) Tax Return:**

Complete this section if you, the student (and your spouse, if married), will not file and are not required to file a 2022 U.S. Income tax return with the IRS.

The student (and your spouse, if married) was not employed and had no income earned from work in 2022.

The student (and your spouse, if married) was employed in 2022 and earned income in 2022.

**If you did not complete or were not required to file 2022 U.S. Income Tax Return, you (and spouse, if married) must list all sources of income and amounts earned in 2022 below; attach W-2s or equivalent document for each source.**

Employer's Name/ Income Source	Proof of Income Documentation	Total 2022 Income Amount
		\$
		\$
		\$
		\$

**Non-tax filers must provide a Verification of Non-Filing Letter from the IRS.** A Verification of Non-filing Letter can be obtained from the [IRS](https://www.irs.gov/individuals). An IRS Verification of Non-filing Letter will provide proof from the IRS that there is no record of a filed tax form (1040, 1040A, or 1040EZ) for a specific year. **The Non-Filing letter does not prove that you were not required to file, only that you did not file.**

To obtain a **Verification Non-Filing Letter**, IRS tax return transcript or **U.S. Income Tax Return**, go to <https://www.irs.gov/individuals> and click on the "Get Your Tax Record" link, or call 1-800-908-9946. You will need your Social Security Number, date of birth, and the address on file with the IRS when the IRS tax return was filed.

Only in select cases can the Office of Financial aid accept a signed statement certifying that an unsuccessful attempt was made to obtain a Verification of Non-Filing Letter from the IRS.

**D. Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported is complete and correct.

**Digital/electronic signatures cannot be accepted. All parties must sign and date in ink (wet signature is required).**

You can submit this form via email to [financialaid@ben.edu](mailto:financialaid@ben.edu) or upload document dropbox on our [website](#).

Student's Signature	Date
Spouse's Signature (if married)	Date

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**