

# V1: Dependent Verification 2024-2025

Website: [financialaid.highline.edu](http://financialaid.highline.edu)

Email: [financialaid@highline.edu](mailto:financialaid@highline.edu)

Where to submit this form: You can submit this form using our [Document Upload Form](#)

How to check your status online: Go to your [Financial Aid Portal](#)



## Student Information

Last Name                      First Name                      Date of Birth (mm/dd/yyyy)                      ctcLink ID Number

## Verification Information

Your application was selected for a verification review. We are required to review your FAFSA information under financial aid program rules (34 CFR, Part 668). These rules state we have the right to ask you for this information before awarding federal aid.

If there are differences between your application information and your documentation, corrections to your FAFSA will be required and may delay the determination of your eligibility.

*This form is required to be completed with your parent(s).*

## Family Size

1. The student.
2. The student's parents, even if the student is not living with them. Exclude a parent who has died or is not living in the household because of separation or divorce. Include a parent who is on active duty in the U.S. Armed Forces apart from the family.
3. The student's siblings if the following are true:
  - They live with the student's parents (or live apart because of college enrollment),
  - They receive more than half of their support from the student's parents, and
  - They will continue to receive more than half their support from the student's parents during the award year.
4. Other persons if the following are true:
  - They live with the student's parents,
  - They receive more than half of their support from the student's parents, and
  - They will continue to receive more than half their support from the student's parents during the award year.

The provided criteria for "dependent children" or "other persons" align with the requirement that family size align with whom the parent could claim as a dependent on a U.S. tax return if the parent were to file a U.S. tax return at the time of completing the 2024-2025 FAFSA. As a result, the parent should not include any unborn children in the family size.

Full Name	Age	Relationship
1.		Self
2.		
3.		
4.		

5.		
6.		
7.		
8.		
9.		
10.		

Check here if attaching a page with additional members in your household.

### Tax and Income Information

**Requesting tax documents:** You can obtain a Tax Return Transcript or Verification of Non-filing Letter from the IRS. You can use the link [IRS online](#). \* **Note:** A Tax Return Transcript is NOT the same as a standard tax return form (i.e. Form 1040 or 1040X) you must request the Tax return transcript from the IRS.

**If parents are currently married but did not file married joint or were not married in 2022, tax documents will need to be submitted for each parent and/or stepparent.**

#### 1. Student's tax and income information (select only one box below)

- I used Federal Tax Information (FTI).**
  - No additional documents needed at this time
- If 2022 income tax return information for the student was not available or could not be used, the student should provide the institution with.**
  - 2022 Tax Return Transcript signed [IRS online](#) or
  - If unable to request a tax return transcript, you may submit a signed copy of your 2022 1040 with Schedule 1, 2, and 3 (Education Credits)
  - If you amended your 2022 tax return, attach a signed copy of the 1040X
- Did not file tax return in 2022, but had earnings that year – Attach the required document below:**
  - All 2022 W-2(s)
  - 1099
  - Income and Wage Transcript from the IRS.

Employer's Name	Student income	IRS W2 or Statement submitted	Annual Amount earned in 2022
		Student Total	\$

- Did not file in 2022 and had no earnings in that year.**
  - No additional documents needed at this time

## 2. Parents' tax and income information (select only one box below)

If the parent(s) did not file married joint or were not married in 2022, tax documents will need to be submitted for each parent or stepparent.

- I used Federal Tax Information (FTI).
- No additional documents needed at this time
- If 2022 income tax return information for the parent(s) was not available or could not be used,
1. 2022 signed Tax Return Transcript [IRS online](#)  
or
  2. If unable to request the transcript from the IRS a signed copy of the 2022 income tax return and applicable schedules.
- I filed an amended tax return
- An individual who filed an amended IRS income tax return for tax year 2022 must provide a signed copy of the 2022 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS or documentation from the IRS that include the change(s) made by the IRS, in addition to one of the following:
- Updated income and tax information from the IRS on an ISIR record with all tax information from the original tax return;
  - A **2022 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; or
  - A signed copy of the 2022 IRS Form 1040 and the applicable schedules that were filed with the IRS.
- Did not file tax return in 2022, but had earnings that year – Attach the required document(s) below:
- o Submit a "Verification of Nonfiling (VNF) Letter from the IRS dated on or after October, 2022 **and**
  - o All 2022 W-2(s)
  - o 1099
  - o Wage and Income Transcript from the IRS

Employer's Name	Name of parent who earned the income	IRS W2 or Statement submitted	Annual Amount earned in 2022
		<b>Parent 1 Total</b>	\$
		<b>Parent 2 Total</b>	\$

## 3. Foreign income in 2022 (if applicable)

If you or your parent(s) earned foreign income in 2022, provide the requested information below. Otherwise skip to next section.

1. Did you or your parent(s) earn foreign income in 2022?
  - Yes
  - No
2. Who earned foreign income in 2022 (select all that apply)?

Student

Parent

3. Country Name: \_\_\_\_\_

4. Amount Earned in US Dollars: \$ \_\_\_\_\_

5. Attach a copy of the 2022 foreign tax return

I have attached a copy of my 2022 foreign tax return

**\* Note:** If you are unable to provide a foreign tax return due to this country's taxing authority not providing such documentation or it does not have a taxing authority, you must attach a signed and dated statement indicating this circumstance. Additional documentation may be requested.

### Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and spouse whose information was reported on the FAFSA must sign and date.

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Must be signed by both parents if they did not file married joint or were not married in 2022.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

*The college provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types). Students who need disability accommodations should contact Access Services in Building 25, 5th Floor, room 531, email: [access@highline.edu](mailto:access@highline.edu), phone: (206) 592- 3857 TTY (206) 592-4853, VP (253) 237-1106.*

---