

# V5 Dependent Verification 2024-2025

Website: [financialaid.highline.edu](http://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
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## Verification Information

- Your application was selected for a verification review. The Financial Aid Office will compare what you reported on your FAFSA to the information provided on this worksheet and your financial documentation.  
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 financial documents, corrections to your FAFSA will be required.
- The Financial Aid Office cannot process your application without this information.

## Household Information

- The student.
- 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.
- 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.
- 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.

Start.

Full Name	Age	Relationship	College Name (if attending college between 07/1/2024 – 06/30/2025)
1.		Self	Highline College
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 online](#).

**\* Note:** A Tax Return Transcript is NOT the same as a standard tax return form (i.e. Form 1040)

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

- Used IRS Data Retrieval Tool (DRT).**
  - No additional documents needed at this time
- Filed 2022 tax return** – Attach the required document below:
  - 2022 Tax Return Transcript or signed in black pen 2022 1040 with Schedule 1, 2 & 3 (Education Credits)
- Amended 2022 tax return and used IRS Data Retrieval Tool (DRT)** – Attach the required document below:
  - Signed in black pen 2022 1040X
- Amended 2022 tax return, but did not use IRS Data Retrieval Tool (DRT)** – Attach the required documents below:
  - 2022 Tax Return Transcript and;
  - Signed in black pen 2022 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
- 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:

- Submit a "Verification of Nonfiling (VNF) Letter from the IRS dated on or after October, 2022 **and**
- All 2022 W-2(s)
- 1099
- 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.

### Student and Parent Signature

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: \_\_\_\_\_

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*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.*

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# Statement of Educational Purpose

**Where to submit this form:** You, the student, must appear in person at the Financial Aid Office.

**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

## Identity and Statement of Educational Purpose - *\*Must be signed at the institution\**

The student must appear in person at **Highline College** to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

## Statement of Educational Purpose

I certify that I \_\_\_\_\_ am the individual signing (Print Student's Name) this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending **Highline College** for 2024–2025.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student's ID Number)

\_\_\_\_\_  
Staff use only

Financial Aid staff signature \_\_\_\_\_

Attach a copy of ID