

2024–2025 Dependent Verification Worksheet - V1

Your 2024–2025 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states that before awarding Federal Student Aid, we may ask you to confirm the information you and your parent(s) reported on your FAFSA. To verify the information you provided, please complete the questions below, include parent(s) and student signature, and mail or fax the form with any required documents to the Financial Aid Office. **Please turn in all documents requested ASAP to avoid delays in processing your Financial Aid.** If you have questions regarding verification, contact us at 913-360-7484 or finaid@benedictine.edu.

Student's Information

Student's Last Name	First Name	M.I.	Student's Last 4 of SSN
Student's Street Address (include apt. no.)			Student's Benedictine School ID#
City	State	Zip Code	Student's Phone Number

Family Size: Includes the Following:

- The student.
- The student's parents, 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 US Armed Forces apart from the family.
- The student's siblings if the following are true:
 - a) They live with the student's parents (or live apart because of college enrollment)
 - b) They receive more than half of their support from the student's parents, and
 - c) They will continue to receive more than half of their support from the student's parents during the award year.
- Other persons if the following are true:
 - a) They live with the student's parents.
 - b) They receive more than half of their support from the student's parents, and
 - c) They will continue to receive more than half of their support from the student's parents during the award year of July 1, 2024 through June 30, 2025.

Full Name	Age	Relationship
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Note: **If you need more space, attach a separate page.**

Student Tax Filer Information: Complete this section if the student **filed or will file** a 2022 IRS income tax return.

As part of the federal student aid eligibility, students will be required to give consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective.

If **2022** income tax return for the student was not available or could not be used the student will provide a **2022 IRS Tax Return Transcript(s) or a SIGNED copy of the 2022 income tax return and applicable schedules 1-3 if filed** to the Financial Aid Office. A 2022 IRS Tax Return Transcript may be obtained by logging into www.irs.gov/transcript to request the Return Transcript.

I have included copies of the above 2022 tax return information requested for this verification with this form.

Student Non-Tax Filer Information: Complete this section if the student **will not file and are not required** to file a 2022 tax return with the IRS. Check the box that applies below:

The student was not employed, and had no income earned from work in 2022.

The student was employed in 2022 and has listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form, or an equivalent document is provided.

Provide a signed and dated statement certifying that the individual has not filed and is not required to file a 2022 income tax return, as well as the sources of 2022 income earned from work and the amount of income from each source.

Employer Name	W-2 or Equivalent Document provided?	Annual Amount Earned in 2022
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Parent/ Contributor Tax Filer Information: Complete this section if the parent/contributor **filed or will file** a 2022 IRS income tax return.

As part of the federal student aid eligibility, parents/contributors will be required to give consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. If the parent/contributor filed separate 2022 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. The instructions and certifications below apply to each parent included in the household.

If **2022** income tax return for the parent/contributor was not available or could not be used the parent/contributor will provide a **2022 IRS Tax Return Transcript(s) or a SIGNED copy of the 2022 income tax return and applicable schedules 1-3 if filed** to the Financial Aid Office. A 2022 IRS Tax Return Transcript may be obtained by logging into www.irs.gov/transcript to request the Return Transcript.

I/we have included copies of the above 2022 tax return information requested for this verification with this form.

Parent/ Contributor Non-Tax Filer Information: Complete this section if the parent/contributor **will not file and are not required** to file a 2022 tax return with the IRS. Check the box that applies below:

Neither parent/contributor was employed, and neither had income earned from work in 2022.

One or both parent/contributors 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, or an equivalent document is provided.

Provide a signed and dated statement certifying that the individual has not filed and is not required to file a 2022 income tax return, as well as the sources of 2022 income earned from work and the amount of income from each source.

Employer Name	W-2 or Equivalent Document provided?	Annual Amount Earned in 2022
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Individuals Who Filed an Amended IRS Income Tax Return must provide the following:

- A signed copy of the 2022 IRS Form 1040X Amended Income Tax Return that was filed with the IRS or documentation from the IRS that includes the changes made by the IRS.
- A 2022 IRS Tax Return Transcript or a signed form of the IRS 1040 tax return with the applicable schedules 1-3 that were filed with the IRS.

Certifications and Signatures: Each person signing below certifies that all the information reported is complete and correct. The student and one parent/contributor whose information was reported on the FAFSA must sign and date.

Warning: If you purposely give false or misleading information on this worksheet, you may be fined and/or sentenced to jail.

Student 's Signature

Date

Parent/Contributor's Signature

Date

Please return all copies of documentation requested by the following methods:

Mail: Benedictine College Financial Aid Office 1201 N. 2nd Atchison, KS 66002

Fax: 888-837-6765

Student RavenZone account- not all documents are allowed to be uploaded; see instructions on Verification Letter that was mailed.



2024-2025 Special Circumstances Form

Directions: Prior to completing this review, your 2024-25 FAFSA info must be verified using the V1 verification forms, using 2022 IRS Tax information, and all requested documentation must be received in the Financial Aid Office.

Student's Last Name

First Name

MI

Student ID #

1. If your contributors are currently making payments for Parent PLUS loans, please provide payment information indicating the monthly payments made during the 2022 calendar year. **Include copy of payment stubs or lender account activity.**
2. If you or your parent(s) paid tuition expenses at a private elementary, secondary, or home school in 2023, please list the student(s), school(s), and the amount paid for each child. **Include an itemized statement from the school, parish or for the home school expenses.**
3. If your family household has more than one student enrolled in college (Dependent Status) for the 2024-2025 academic year, please list each additional student (**NOT INCLUDING THIS STUDENT**) and the institution they are/will be attending. **Include an itemized copy of each student's financial aid offer letter from that institution, as well as an itemized listing of costs billed by the college for tuition.** The net difference between the tuition costs and gift aid (scholarships/grants) on the financial aid offer letter will be taken into consideration (**Fees/Housing/Food costs will not be considered**).
4. If you or your contributors paid medical or dental expenses "out of pocket" in 2022 **not** covered by insurance or reimbursement, list amount from Schedule A-Itemized Deductions, Line 1. Include a copy of Schedule A or an itemized statement from your health care provider. **Insurance premiums & Cafeteria 125 plans or prepaid medical accounts do NOT qualify.**
5. If you or your contributors have recently become unemployed, or there has been a change in income, provide a brief description of the situation. Submit a copy of (1) the separation agreement, (2) contributor(s) or student's most recent paystub(s) showing year-to-date earnings, and (3) current paystub from new job.

Anticipated 2024 Annual Earnings

6. If your family is maintaining two households due to employment relocation or family care obligations, provide a brief explanation of the situation and provide annual costs associated with the situation and **documentation of such expenses for 2024.**

Annual Cost

7. Does your family contribute essential financial support to persons unable to be self-sufficient? This support may be directed to parents in extended care homes or to unemployed/underemployed adult children. Write a brief explanation of the situation and provide annual costs associated with the situation and documentation of such expenses for 2024.

Annual Cost

8. Did your family experience a one-time bump or temporary increase in yearly income (capital gains, bonus, gaming winnings, stock options, IRA withdrawal, etc.) that will not be considered renewable? Write a brief explanation and provide annual income associated with the circumstance. **Submit a copy of the documentation (e.g., paystub) showing the amount of such a gain.**

Amount of Increase

9. If your family paid *funeral expenses* in 2022 not covered by insurance or reimbursed. **(Document)**
10. If your family paid non-tax deductible *personal legal fees* in 2022 (divorce, death, etc.). **(Document)**

Failure to provide requested documentation will result in delays in the review process. Submissions with all needed documentation will be processed within 60 days of receipt by the Benedictine College Financial Aid Office.

This information will be used, in combination with your 2024-25 FAFSA, to determine student's eligibility for Federal Financial Aid and attempt to reflect student's true ability to contribute toward their college education. Before this Special Circumstances Worksheet can be used to evaluate your unique situation, student must have their 2024-25 FAFSA on file with Benedictine College (School Code 010256). FAFSA is available online at www.studentaid.ed.gov.

Sign below to certify that the amounts used on this form are correct. You may be requested to provide proof (receipts, cancelled checks, affidavits, etc.) of this statement's information.

Parent's Signature

Date

Student's Signature

Date

