

**Financial Aid Office**

6420 SE 15<sup>th</sup> St • Midwest City, OK 73110 • Student Services Building, Room 200  
 Phone: (405) 733-7424 • Fax: (405) 736-0359 • Email: [finaid@rose.edu](mailto:finaid@rose.edu)

**2024-2025 Dependent Verification Worksheet**

**Student Name:** \_\_\_\_\_

**RSC Student ID #:** \_\_\_\_\_

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 that you provided correct information, the RSC Financial Aid Office 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 and at least one parent must complete and sign this worksheet, attach any required documents, and submit all forms to the RSC Financial Aid Office. We may ask for additional information. If you have questions about verification, contact the RSC Financial Aid Office at (405) 733-7424; toll free at (866) 621-0987 or Email [finaid@rose.edu](mailto:finaid@rose.edu).

**\*\*Please fill out in Blue or Black Ink only\*\***

**\*\*Scanned or printed copies only, photos of completed forms will not be accepted\*\***

**A. Dependent Student's Information**

\_\_\_\_\_  
 Student's Last Name                  Student's First Name                  Student's M.I.

\_\_\_\_\_  
 Student's Street Address (include apt. no.)

\_\_\_\_\_  
 City    State    Zip Code

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

List below the people in the parents' family. Family size includes the following:

- The student
- The student's parents, (including a stepparent) even if the student doesn't live with the parents.
- The student's siblings if the following are true:
  - ✓ They live with the student's parents (or live apart because of college enrollment), and
  - ✓ 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 through June 30, 2025.
- Other persons if the following are true:
  - ✓ They live with the student's parents, and
  - ✓ 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 through June 30, 2025.
- Do not include any unborn children in the family size.

Full Name	Age	Relationship
		<i>Self</i>

*If more space is needed, attach a separate page with your name and RSC Student ID at the top.*

### C. Income Verification - TAX FILERS

**Important Note:** The instructions below apply to the student and each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2022 or had a change in marital status after December 31, 2022.

**Instructions:** Complete this section if the student and/or parents filed or will file a 2022 IRS income tax return(s). As part of federal student aid eligibility, the student and parents will be required to 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. In other words, if the parents filed separate 2022 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. In most cases, no further documentation is needed to verify 2022 income information that was transferred into the student’s FAFSA using income and tax information directly from the IRS.

#### Student

#### Parent

<input type="radio"/> I successfully used the FUTURE ACT Data Exchange (FA- DXX) to import my 2022 U.S. income and tax information to my FAFSA.	<input type="radio"/> My parent successfully used the FUTURE ACT Data Exchange (FA-DXX) to import their 2022 U.S. income and tax information to my FAFSA.
<input type="radio"/> I did not use the FUTURE ACT Data Exchange (FA-DXX) to import my 2022 U.S. income and tax information to my FAFSA; <b><u>AND</u></b>  I attached a copy of my 2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules. Please note the RSC Financial Aid Office cannot complete your verification until your 2022 tax information is received.	<input type="radio"/> My parents did not use the FUTURE ACT Data Exchange (FA- DXX) to import their 2022 U.S. income and tax information to my FAFSA; <b><u>AND</u></b>  My parents attached a copy of their 2022 IRS Tax Return Transcript or a signed copy of their 2022 income tax return and applicable schedules. Please note the RSC Financial Aid Office cannot complete the student’s verification until parents 2022 tax information is received.

**A 2022 IRS Tax Return Transcript may be obtained through:**

**Get Transcript by Mail** – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and NOT the "Account Transcript." The transcript is generally received within 10 business days from the IRS’s receipt of the online request.

**Get Transcript Online** – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and NOT the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user’s name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS’s two-step authentication.

**Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS’s receipt of the telephone request.

**Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS’s receipt of the paper request form.

### D. Income Verification - NON TAX FILERS - check the box(es) below the student and/or parent will not file and are not required to file a 2022 income tax return with the IRS.

<input type="radio"/> I did not and am not required to file a 2022 IRS Federal Tax Return and I will complete section D1 on page 3 of this form.	<input type="radio"/> My parent did not and is not required to file a 2022 IRS Federal Tax Return and I will complete section D2 on page 3 of this form.
--	--

## D1. Tax Return Non-Filers – Student

**Complete this section if you (the student) will not file and are not required to file a 2022 IRS Federal Tax Return.**

More information about who is required to file a federal tax return can be found at [www.irs.gov](http://www.irs.gov), IRS Publication 17. If you are required to file a 2022 return, but have not, you must file your return to be considered for Federal Student Aid. **Mark the box that applies (please only mark ONE) :**

- The student was not employed, did not have income earned from work in 2022 and is not required to file a 2022 IRS Federal Tax Return
- The student was employed and earned income in 2022 but was not required to file a 2022 IRS Federal Tax Return.
- Please list below the names of all employers, the amount earned from each employer in 2022 and whether an IRS W-2 form is provided. You must attach copies of all 2022 IRS W-2 forms issued to the student by his/her employers.
  - List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	2022 Amount Earned	IRS W-2 Attached?
	\$	
	\$	
	\$	
	\$	
	\$	

*If more space is needed, attach a separate page with your name and RSC Student ID at the top.*

## D2. Tax Return Non-Filers – Parent

**Complete this section if your parents will not file and are not required to file a 2022 IRS Federal Tax Return.**

More information about who is required to file a federal tax return can be found at [www.irs.gov](http://www.irs.gov), IRS Publication 17. If your parents are required to file a 2022 return, but have not, they must file their return for the student to be considered for Federal Student Aid.

**Mark the box that applies (please only mark ONE):**

- My parent was not employed, did not have income earned from work in 2022 and was not required to file a 2022 IRS Federal Tax Return.
- My parents were employed and earned income in 2022 but were not required to file a 2022 IRS Federal Tax Return.
- Please list below the names of all employers, the amount earned from each employer in 2022 and whether an IRS W-2 form is provided. You must attach copies of all 2022 IRS W-2 forms issued to the parents by their employers.
  - List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	2022 Amount Earned	IRS W-2 Attached?
	\$	
	\$	
	\$	
	\$	
	\$	

*If more space is needed, attach a separate page with your name and RSC Student ID at the top.*

## **E. Certification and Signatures**

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

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

\_\_\_\_\_  
**Student Signature**

**Electronic Signatures will NOT be accepted.**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Signature**

**Electronic Signatures will NOT be accepted.**

\_\_\_\_\_  
**Date**