

## INSTRUCTIONS

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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 are required to ask you to confirm the 2022 income information you reported on your FAFSA. In the Verification process, we will compare your FAFSA with your answers on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. **After reviewing your information, we may ask for additional information.** If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

### WHAT YOU NEED TO DO IF DOCUMENTS REQUESTED PER VERIFICATION COVER LETTER:

#### 1. Verification Worksheet:

You must complete and sign the worksheet (on the back of this document).

#### 2. Federal Tax Returns [Acceptable Documents]:

- **2022 Federal Tax Return (Form 1040)** – You and/or your spouse may need to submit a signed copy of your 2022 federal income tax return (Form 1040) that you filed with the IRS (including Schedules 1, 2 and 3, if applicable); or,
- **2022 IRS Tax Return Transcript** - You and/or your spouse may need to obtain a Tax Return Transcript from the IRS. The Tax Return Transcript shows most line items including your adjusted gross income (AGI) from your original tax return (Form 1040) as filed, along with any schedules. It doesn't show changes made after you filed your original return.
- **2022 Amended Federal Tax Return (Form 1040X)** – If you and/or your spouse made changes to your original federal tax return you will need to submit a signed copy of your Amended Federal Tax Return (Form 1040X) along with a signed copy of your original Federal Tax Return (Form 1040); or you may obtain a Tax Account Transcript from the IRS (Amended Tax Return) and submit the transcript along with a Tax Return Transcript (original tax return) from the IRS.

#### Ways to Get Transcripts

You and/or your spouse may register to use **Get Transcript Online** ([irs.gov/individuals/get-transcript](https://irs.gov/individuals/get-transcript)) to view, print, or download all transcript types. If you're unable to register or you prefer not to use Get Transcript Online, you may order a tax return transcript and/or a tax account transcript using **Get Transcript by Mail** or call 800-908-9946. Please allow 5 to 10 calendar days for delivery.

You and/or your spouse may also request any transcript type to be mailed to you by completing **Form 4506-T, Request for Transcript of Tax Return** ([irs.gov/pub/irs-pdf/f4506t.pdf](https://irs.gov/pub/irs-pdf/f4506t.pdf)). Please allow 5 to 10 calendar days for delivery.

- #### 3. Submit the completed worksheet and appropriate financial documents to the Hood College Office of Financial Aid via e-mail, fax, mail, or in person.

E-mail: [finaid@hood.edu](mailto:finaid@hood.edu)  
Fax: 301-696-3812  
Mail: Office of Financial Aid  
401 Rosemont Ave.  
Frederick, MD 21701

If you are sending documents with PII (Personally identifiable information) such as, SSN (Social Security Number) by e-mail, please make sure to encrypt the document and send a password in a separate e-mail.

Student ID #:



## Verification Worksheet (Independent) 2024-2025

Student's Last Name	Student's First Name	MI	Date of Birth (MM/DD/YYYY)
			/   /
Phone Number		Alternate Phone Number	

**A. List the individuals living in your household (*Please list all that apply*)**

- 1) Yourself
- 2) Your spouse, if married
- 3) You or your spouse's children if you or your spouse will provide more than half of their financial support from July 1, 2024 through June 30, 2025.

Include others as part of your household if they meet the following requirements:

- 1) The individual now lives with and now receives more than half of their support from you or your spouse AND
- 2) You or your spouse will continue to provide more than half of their support from July 1, 2024 through June 30, 2025.

**Financial support includes money, gifts, loans, housing, food, clothing auto expenses, medical/dental care, college expenses, etc.**

*If more space is needed, provide a separate page with the student's name and ID number at the top.*

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

**B. List the individuals living in your household who are going to college** Include the name of the college for any household member above, ***including yourself***, who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2024 and June 30, 2025. **(Do not include your parents)**

Full Name	College	Enrolled at Least Half Time (Yes or No)
	Hood College	

**C. CERTIFICATIONS AND SIGNATURES**

The individuals signing below certify that all of the information reported on this worksheet is complete and correct. The student and at least one parent must sign this worksheet.

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

Date \_\_\_\_\_

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