

2024-2025 Dependent Student Verification



Complete Form & Return via:
Mail: Queens University of Charlotte
 Office of Student Financial Services
 1900 Selwyn Ave. Charlotte, NC 28274
Fax: (704) 337-2416
On Campus: Jernigan Hall 111

Verification is a process mandated by the U.S. Department of Education requiring schools to verify self-reported data provided on the Free Application for Federal Student Aid (FAFSA) for accuracy to ensure students receive the maximum aid for which they are eligible. If discrepancies are found, the Office of Student Financial Services will make corrections to your FAFSA. If the corrections lead to a change in your eligibility, the Office of Financial Aid will revise your award.

Processing times vary and increase closer to key registration and payment dates. Please be sure your documents are COMPLETE when you first submit them to the Office of Student Financial Services. Financial aid will only be awarded once the verification process is complete. If your documentation is pending upon your payment due date, you are responsible for making arrangements to cover the balance due. Reimbursements are issued based on eligibility amount if financial aid exceeds charges.

Student Name: _____
 Last First
 Email: _____

Student ID: _____
 Phone: _____

Complete ALL Sections. Do not leave any fields blank, enter "0" or "N/A" if not applicable.

Section A: HOUSEHOLD INFORMATION

DEPENDENT students include: Yourself (even if you do not live with your parent(s), your parents/step-parent (if your parent is remarried, you must include your step-parent), other children, siblings and individuals who live with and receive more than half of their support from your parents now through June 30, 2025. Attach a separate sheet for additional family members if needed.

Name	Age	Relationship to Student	Attending college at least half-time during 2024-2025?	NAME of College and Grade Level: FR: Freshman, SO: Sophomore, JR: Junior, SR: Senior, GR: Grad student	
				Name of College	Grade Level
1.		Student	YES	Queens University of Charlotte	
2.		Parent 1			
3.		Parent 2			

Others in Household (Siblings, Cousins, Grandparents, etc.)					
4.			YES <input type="checkbox"/> or NO <input type="checkbox"/>		
5.			YES <input type="checkbox"/> or NO <input type="checkbox"/>		
6.			YES <input type="checkbox"/> or NO <input type="checkbox"/>		
7.			YES <input type="checkbox"/> or NO <input type="checkbox"/>		
8.			YES <input type="checkbox"/> or NO <input type="checkbox"/>		
9.			YES <input type="checkbox"/> or NO <input type="checkbox"/>		

Section B: STUDENT WAGES AND INCOME TAX INFORMATION

Did you file a tax return for 2022?

<input type="checkbox"/> YES: I filed taxes for 2022 Complete section below		<input type="checkbox"/> NO: I did not file taxes for 2022 Complete section	
<input type="checkbox"/> I completed the IRS Data Retrieval Tool (DRT) in FAFSA to transfer 2022 tax return information into FAFSA. <input type="checkbox"/> I will complete the IRS Data Retrieval Tool (DRT). To do so, log into your FAFSA, select "Make FAFSA Corrections", then navigate to the Financial Information section and follow the instructions. <input type="checkbox"/> I am unable or did not complete the IRS Data Retrieval Tool (DRT) and will submit my 2022 IRS Tax Return Transcript . To request a copy, please visit www.irs.gov/individuals/get-transcript .		<input type="checkbox"/> I did not earn income in 2022 <input type="checkbox"/> I did earn income in 2022 (list Employer(s) and amounts earned below): Attach all <u>W2 and/or 1099 forms</u> for 2022 income. If you are unable to locate your W2 or 1099 forms, please request a Wage and Income Transcript online at www.irs.gov/individuals/get-transcript	
		Employer	Amount Earned in 2022
			\$
			\$

Section C: PARENT WAGES AND INCOME TAX INFORMATION

Did your parents file a tax return for 2022?

<input type="checkbox"/> YES: My parents filed taxes for 2022. Complete below		<input type="checkbox"/> NO: I did not file taxes for 2022. Complete section	
<input type="checkbox"/> My parents completed the IRS Data Retrieval Tool (DRT). <input type="checkbox"/> My parents will complete the IRS Data Retrieval Tool. To do so, log into your FAFSA and follow the instructions for downloading your tax information into your FAFSA. <input type="checkbox"/> My parents were unable or did not complete the IRS Data Retrieval Tool (DRT) and will submit my 2022 IRS Tax Return Transcript . To request a copy, please visit www.irs.gov/individuals/get-transcript .		Parent is required to provide a "Verification of Non-Filing" letter from the IRS. To obtain this letter, go to www.irs.gov and select "Get Your Tax Record", then select "Get Transcript Online". <input type="checkbox"/> I did not earn income in 2022. <input type="checkbox"/> I did earn income in 2022 (list Employer(s) and amounts earned below): Attach all <u>W2 and/or 1099 forms</u> for 2022 income. If you are unable to locate your W2 or 1099 forms, please request a Wage and Income Transcript online at www.irs.gov/individuals/get-transcript	
		Employer	Amount Earned in 2022
			\$
			\$

I certify that the information I have reported for federal student aid is complete and accurate. I authorize the Queens Office of Student Financial Services to correct my FAFSA application based on the documentation submitted. I understand that additional information may be required if this form is incomplete, if documentation is missing, unclear, or insufficient, or if additional questions arise based on the information provided. **Warning: According to the U.S. Department of Education, if you purposely give false or misleading information on this form, you may be fined, sent to prison, or both.**

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____