

## 2024-25 Independent Aggregate Verification Worksheet

Student Last Name	First Name	Middle Initial	Dominican Student ID Number
Street Address	City	State	Zip
			Phone Number

Your 2024-25 Free Application for Federal Student Aid (FAFSA) was selected for verification, a process in which the Office of Financial Aid must obtain documentation from you to ensure the accuracy of the information submitted on your FAFSA. The information provided on your FAFSA will be compared with the information on the required documents that you submit. If there are differences between the FAFSA and the documents, your FAFSA information may be updated.

### Section A: Number of Household Members and Number in College

In the chart below, please list **ALL** of the people in your household. Make sure to include:

- Yourself, the student.
- Your spouse if you are married.
- Your children or your spouse’s children **IF** you or your spouse will provide more than half of their support from July 1, 2024, through June 30, 2025, or if the other children would be required to provide your or your spouse’s information if they were completing a FAFSA for 2024-25. Include children who meet either of these standards, even if they do not live with you.
- Other people **IF** they now live with you, and you or your spouse provide more than half of the other people’s support and will continue to do so through June 30, 2025.

For each person list: **full name, age, and relationship to the student**. If any household member listed is enrolled or will be enrolled at least half-time in a college degree, diploma, or certificate program that is Title IV eligible any time between July 1, 2024 through June 30, 2025, please indicate the **name of the college** and **indicate whether or not the person will be enrolled at least half-time**. **Please list all household members that meet the above criteria regardless of whether the individual currently attends college**. If more space is needed, please provide a separate page that includes the student’s name and Dominican ID number at the top.

Full Name	Age	Relationship to Student	College Name (if applicable)	Enrolled at least half-time? (Yes/No)
		<i>Self</i>	<i>Dominican University of California</i>	

**Section B: Student’s 2022 Tax & Income Information – To be completed by the student**

If you have an **Unusual Tax Filing Circumstance**, please indicate the circumstance, and see Pages 4 & 5 for additional instructions.

Check the options that apply:

- I, the student, and/or my spouse (if applicable) have filed a 2022 Federal Income Tax Return, **AND**
  - I/we have used or will use the **IRS Data Retrieval Tool** in FAFSA to transfer my/our 2022 IRS income tax information into my FAFSA, **OR**
  - I/we have provided or will provide a copy of my **2022 Tax Return Transcript** from the IRS (See Page 4) or a signed copy of my/our **2022 federal income tax return and applicable schedules**

**OR**

- I, the student, and/or my spouse (if applicable) have not filed, and I/we are not required to file a 2022 Federal income tax return, **and** I/we have provided or will provide a **Verification of Non-Filing Letter** from the IRS (see Page 4) **AND**
  - I/we have no income earned from work in 2022, **OR**
  - I/we earned income from work in 2022. I/We have listed below the names of all employers, the amount earned from each employer in 2022, and I/We have provide or will provide **copies of ALL 2022 W-2(s) or a 2022 Wage & Income Transcript** from the IRS for each source of income listed.

<b>Employer’s Name</b>	<b>Amount Earned</b>	<b>W-2 provided?</b>
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

**Section D: Identity and Statement of Educational Purpose – Please review this entire section prior to completion as there are very specific steps that must be followed.**

The student must appear **in person** at Dominican University of California in the Office of Financial Aid to verify their 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.

In addition, the student must sign, **in the presence of the institutional official**, the Statement of Educational Purpose provided below. If the student is unable to appear in person at Dominican University of California to verify their identity, the student must provide to the institution:

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver’s license, other state-issued ID, or passport; and
- (b) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and  
(Print Student’s name)  
that the Federal student financial assistance I may receive will only be used for educational purposes and to pay  
the cost of attending Dominican University of California for 2024-2025.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student ID Number

**Notary’s Certification of Acknowledgement**

*To be completed by a notary if the student is unable to appear in person at Dominican University of California.*

State of \_\_\_\_\_ City/County of \_\_\_\_\_ on \_\_\_\_\_,  
(Date)

before me, \_\_\_\_\_, personally appeared, \_\_\_\_\_,  
(Printed Notary’s name) (Printed name of signer)

and proved to me on basis of satisfactory evidence of identification \_\_\_\_\_  
to be the above-named person who signed the foregoing instrument. (Type of government-issued photo ID provided)

**WITNESS my hand and official seal**

\_\_\_\_\_  
(Notary signature)

(Seal)

My commission expires on \_\_\_\_\_  
(Date)

**CERTIFICATION** – *To be completed by the student. The following signatures certify that all of the information reported on this worksheet is complete and correct. WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.*

\_\_\_\_\_  
Student Signature (required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse Signature (optional)

\_\_\_\_\_  
Date

## **Instructions for Providing Tax Information**

### **Instructions for using the IRS Data Retrieval Tool (DRT) in FAFSA**

1. Login to the student's FAFSA with the student's FSA ID.
2. In the Parent and/or Student Financial Information Section, complete the questions about whether taxes have been filed, the filing status, and whether a Puerto Rican/foreign tax return were filed for 2022.
3. If you are eligible to use the DRT, a "LINK TO IRS" button should appear. Click it.
4. On the next page, click on the "PROCEED TO IRS SITE" button.
5. Your name and information should appear on the IRS site. Enter your information and address **exactly** as it appears on your 2022 Federal Income Tax Return. Click submit.
6. You will be taken to a page that confirms which items will be transferred from the IRS to the FAFSA. Under the "Transfer My Tax Information into FAFSA" heading, check the box to confirm the transfer of the data and click on the "Transfer Now" button. You will be taken back to the FAFSA.
7. Complete, sign, and submit the remaining portions of the FAFSA.

**Note:** Individuals filing as Married Filing Separately are not eligible to use the IRS DRT and must provide the Tax Return Transcripts (see instructions below) or signed copies of the 2022 income tax return and all applicable schedules for each individual.

### **Instructions for requesting the Tax Return Transcript or Verification of Non-Filing**

1. Go to [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript)
2. Select either "Get Transcript Online" to download most transcripts (requires IRS account) or "Get Transcript by Mail" to request a transcript to be mailed (Tax Return Transcript only)
3. Follow instructions for each method
4. Download or request the needed items
  - a. The Tax Return Transcript will be listed as the Return Transcript for tax filers.
  - b. Verification of Non-Filing Letter will also be listed as Return Transcript for non-tax filers.
  - c. Note: the Verification of Non-Filing Form may also be requested by filing Form 4506-T from the IRS.

### **Unusual Tax Filing Circumstances**

In some cases, you may not be able to submit a Tax Return Transcript or use the IRS DRT in FAFSA to provide your tax information. Please refer to the situations below for additional information.

### **Individuals Granted a Filing Extension by the IRS**

An individual who is required to file a 2022 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2022, must provide the following items:

- Copy of IRS Form 4868 that was filed with the IRS for tax year 2022
- Copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2022
- Verification of Non-Filing (VNF) Letter (see instructions on Page 3) dated on or after October 1, 2022 or a signed statement certifying that the individual attempted to obtain the VNF from the IRS and was unable to obtain the required documentation.
- W-2(s) for each source of employment income received or an equivalent document for tax year 2022
- If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2022 (preferably from an accountant)

### **Individuals who filed an Amended Return**

An individual who amended a U.S. Income Tax Return for tax year 2022 needs to provide the following documents:

- **Signed and dated** copy of the 2022 IRS Form 1040X that was filed with the IRS, **AND**
  - o Tax information submitted in the FAFSA using the **IRS Data Retrieval Tool, OR**
  - o **A 2022 IRS Tax Return Transcript, OR**
  - o A signed copy of the **2022 IRS Form 1040 and the applicable schedules** that were filed with the IRS

### **Individuals who are Victims of Tax Administration Identity Theft**

An individual who was the victim of IRS tax-related identify theft must provide the following items:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or, if unable to obtain a TRDBV, an equivalent document provided by the IRS or a copy of the signed 2022 IRS Form 1040 and applicable schedules.
- A statement signed and dated by the tax filer indicating that he/she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identify theft.

### **Individuals who filed Non-IRS Income Tax Returns**

- A tax filer who filed an income tax return with a tax authority other than the IRS may provide a signed copy of their income tax return that was filed with the relevant tax authority. However, if the Office of Financial Aid questions the accuracy of the information on the signed coy of the income tax return, the tax filer must provide a copy of the tax account information issued by the relevant tax authority before verification can be completed.