



### 2024-2025 Dependent Verification Worksheet

Your 2024-24 FAFSA was selected for review in a process called *verification*. Federal Regulations say that before awarding Federal Student Aid, we must ask you to confirm the information you reported on your FAFSA. In this process, the Financial Aid Office will compare your FAFSA with the information on this worksheet and any other required documents. If there are differences, we may need to correct your FAFSA. You must complete and sign this worksheet, attach required documents and submit them to the Financial Aid Office in order to be considered for financial aid funding. *Additional information may be required by the Financial Aid Office.*

**DO NOT LEAVE BLANK- READ AND COMPLETE ALL SECTIONS!**

## 1. Student Information

Last Name	First Name	M.I.
ctcLink ID	DOB	SSN/ITIN

## 2. Family Size Chart

Use each chart below to list the people who are or will be in your parent(s)' family size from July 1, 2024 through June 30, 2025.

### 2.a

- Yourself, even if you don't live with your parent(s)/contributor(s)
- Your parent(s)/contributor(s) (this includes a stepparent)
  - If your parents/contributors are living together but are not married to each other, list both

Full Name	Age	Relationship
		self
		Parent/ Contributor 1
		Parent/ Contributor 2

### 2.b

- Your parent(s)/contributor(s) other children, if your parent(s)/contributor(s) 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 parental information if they were completing a FAFSA for 2024–2025. Include children who meet either of these standards, even if they do not live with your parent(s)/contributor(s).

Full Name	Age	Relationship
		Sibling
		Sibling
		Sibling
		Sibling
		Sibling

2.c

- Other people if they now live with your parent(s)/contributor(s), **AND** your parent(s)/contributor(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2025.

Full Name	Age	Relationship

### 3. 2022 Income Information

**Instructions for 2022 Tax Filers:** Check the appropriate box below for **both the Student and Parent**. The best way to verify income is by using the IRS FUTURE Act Direct Data Exchange (FA-DDX) that is part of FAFSA.

**Student**

I used the IRS FUTURE Act Direct Data Exchange (FA-DDX) on the FAFSA.

I am attaching my **2022 IRS Tax Return Transcript**. See Step 4 for Instructions on obtaining a Tax Transcript.

I am attaching a **signed** copy of my 2022 Tax Return.

I filed an amended 2022 Tax Return.  
*If you select this option you must submit a signed copy of your 1040X and a Tax Return Transcript or a signed copy of your 2022 Tax Return.*

**Parent**

I used the IRS FUTURE Act Direct Data Exchange (FA-DDX) on the FAFSA.

I am attaching my **2022 IRS Tax Return Transcript**. *GHC will not accept copies of tax returns.*

I am attaching a **signed** copy of my 2022 Tax Return.

I filed an amended 2022 Tax Return.  
*If you select this option you must submit a signed copy of your 1040X and a Tax Return Transcript or a signed copy of your 2022 Tax Return.*

**Instructions for 2022 Non-tax Filers:** Complete this section if the student or parent(s) will not file and are not required to file a 2022 Income Tax Return with the IRS. See step 4 for options on requesting a 2022 Verification of Non-Filing Letter.

**Student**

**Non-Filing Status**

I did not or was not required to file a 2022 Tax Return.

**2022 Earnings Information (Select one option)**

I did not have earnings in 2022.

I had earnings in 2022. You must list your employer(s) and income earned below AND attach W-2 form(s). **All W-2 forms must be provided.**

Employer	Earnings/Income

**Parent**

**Non-Filing Status (Select one option)**

I am attaching my **IRS Letter of Non-Filing Status** because I did not or was not required to file a 2022 Tax Return.

I am **unable** to obtain an **IRS Letter of Non-Filing Status** and have attached documentation (i.e. screen shots) that verifies I have attempted to access the Letter of Non-Filing Status from the IRS.

**2022 Earnings Information (Select one option)**

I did not have earnings in 2022.

I had earnings in 2022. You must list your employer(s) and income earned below AND attach W-2 form(s). **All W-2 forms must be provided.**

Employer	Earnings/Income

## 4. IRS Tax Transcript or Verification of Non-filing Letter Request Options

- Get Transcript by ONLINE or MAIL – Go to [www.irs.gov](http://www.irs.gov), click “Get Your Tax Record”. Click “Get Transcript Online” or “Get Transcript by Mail”.
  - You must use the form 4506T if your address has changed since you last filed.
- Automated Telephone Request – 1-800-908-9946 (Only primary taxpayer on return can use this option)

## 5. Student – Identity Verification *(Check the appropriate box)*

- I am appearing in-person with valid, unexpired government-issued photo ID (such as a driver’s license, state identification card, military ID or passport). *The financial aid office will make a copy.*
- I am attaching a copy of my valid, unexpired government-issued photo ID (such as a driver’s license, state identification card, military ID or passport) that is acknowledged in the notary statement in section 6.

## 6. Student – Statement of Educational Purpose *(Check the appropriate box and follow the instructions)*

- I am appearing in-person to sign the statement below. *(Signature **MUST** be witnessed by a Financial Aid staff member)*
- I am unable to appear in-person to submit the statement below and have had the statement notarized.

**Due to federal regulations if you opt to have this form notarized, you must submit the original document that contains the notary's original stamp. Photocopies or electronic submissions of this form including a notary stamp will not accepted. If you are unable to appear in person to submit the original document, you can submit the original document by mailing this form to 1620 Edward P. Smith Dr., Aberdeen, WA 98520, ATTN: Financial Aid.**

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and that the  
(student’s name)  
federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Grays Harbor College for 2024 – 2025.

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

FAO  
Verification

### Notary’s Certificate of Acknowledgement

State of \_\_\_\_\_ City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_,  
(Date) (Name of Notary)

Personally appeared, \_\_\_\_\_, and provided to me on basis of satisfactory evidence  
(Printed name of signer)

of identification \_\_\_\_\_ to be the above-named person who signed the foregoing  
(Type of unexpired government-issued photo ID provided)

instrument.

WITNESS my hand and official seal:

\_\_\_\_\_  
(Notary’s Signature) (seal)

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

## 8. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **The student and parent must sign and date this worksheet.**

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature *(Required for Dependent Students)*

\_\_\_\_\_  
Date

**Once you have submitted your form please do not resubmit. It will take between 1-2 business days to reflect that this document has been received on your ctLink "To Dos" section.**

### Continuous Non-Discrimination Notice

Grays Harbor College does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, creed, religion, marital status, veteran status, genetics, or age in its programs, activities, and employment. The following person has been designated to handle inquiries regarding the non-discrimination policies:

**Title IX Coordinator** - Ashley Bowie Gallegos  
Dean of Student Services & Enrollment Management  
Grays Harbor College  
1620 Edward P. Smith Drive  
Aberdeen, WA 98520  
360-538-4036

**Title II/Section 504 Title IX Coordinator** – Colleen Meyers  
Interim Executive Director of Human Resources  
Grays Harbor College  
1620 Edward P. Smith Drive  
Aberdeen, WA 98520  
360-538-4244