

This document is needed to satisfy your verification requirement. Please complete this form and return with all necessary documents. Visit our website, [www.jcu.edu/sefs/process-policies-and-forms/policies-and-forms/verification](http://www.jcu.edu/sefs/process-policies-and-forms/policies-and-forms/verification) for further instructions

Student's Name: \_\_\_\_\_ JCU ID: \_\_\_\_\_

Home Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

<b>A. Marital Status</b>			
<i>Marital Status as of today. Check the status and where appropriate list date of status.</i>			
		Date	
Status		Month	Year
<b>Check one:</b>			
<input type="checkbox"/>	Never Married	N/A	N/A
<input type="checkbox"/>	Married		
<input type="checkbox"/>	Legally Separated/Divorced and living apart		
<input type="checkbox"/>	Separated but no court action		
<input type="checkbox"/>	Widowed and not remarried		

If you and/or your spouse filed taxes you must verify 2022 taxable income, choose one of the three methods below to request your tax documents.

**METHOD 1 Complete the FA-DDX through FAFSA on the Web.**

1. Go to [fafsa.gov](http://fafsa.gov) and make a correction to your existing FAFSA.
2. Use this direct data exchange between FAFSA and the IRS.
3. Follow the instructions and make sure to submit your correction

**METHOD 2 Request TAX RETURN TRANSCRIPT through the IRS.**

*If you are married and have filed separately you need to request two transcripts, one for you and one for your spouse.*

1. <http://www.irs.gov/Individuals/Get-Transcript>
2. Call 1-800-908-9946 request by the automated system.

**METHOD 3 Submit your FEDERAL TAX RETURN.**

1. Submit an exact SIGNED copy of the 2022 Federal Tax Return (including schedules and W2s) you submitted to the IRS. If you filed separately from your spouse, submit both returns.

If you (or your spouse) were foreign nontax filers you must verify non-filing status from the relevant tax authority by submitting verification of non-filing from the relevant tax authority other than the IRS dated after 10/1/23

**\*FA DDX is a computer matching program which provides authorized data from individual tax returns to the Department of Education. It is used while completing the FAFSA. If the information remains unaltered it is presumed verified and nothing further is required.**

<b>B. Tax Filer Status</b>	
<i>Tax documents refer to requesting a Tax Return Transcript from the IRS or submitting a signed, paper 2022 Federal Tax Return with all schedules.</i>	
<b>Check one:</b>	<b>Note: If filed separately from spouse, 2022 tax return or tax documents are required for both individuals</b>
<input type="checkbox"/>	I (we) verified tax information through the FA DDX* and have not altered data. <b>Skip Section C</b>
<input type="checkbox"/>	I (we) filed taxes and did not use FA-DDX*. <b>Attach 2022 TAX DOCUMENTS and W2 forms</b> <b>Skip Section C</b>
<input type="checkbox"/>	I (we) did not file a 2022 US federal tax return. <b>Complete Section C and submit documents.</b>

### C. Non-Filer Status

Check one:

I (we) filed a **foreign income tax or relevant tax authority other than the IRS in 2022**. I have attached all W-2 forms, earning statements, and signed foreign tax returns. The chart below represents all of my earnings.

I (we) did not, will not, and am not required to file a 2022 U.S. tax return and under IRS or other relevant tax rules am not required to file a 2022 income tax return. The chart below represents all of my earnings. I have attached all W2s, 1099s or earning equivalents. If a W2 was issued, it must be submitted

If I am a nonfiling, foreign non-filer (a US territory, commonwealth or foreign government) I will submit a verification of non-filing for 2022 from the relevant tax authority dated on or after 10/1/23

I (we) were not employed and had no income from any source in 2022. Complete the chart below with N/A.

**LIST 2022 INCOME from every source even if a W2, income equivalent or 1099 was not issued. Submit these documents.**

Employer(s)/Source(s)	Was a W2/1099 Issued?	2022 Amount
	Yes / No	\$
	Yes / No	\$
	Yes / No	\$

I certify through my signature that I (we) **DID NOT, WILL NOT and AM NOT REQUIRED** to file under IRS or other relevant tax authority rules a 2022 income tax return. All sources and amounts of earnings, other income and resources that supported me for 2022 are reported above.

\_\_\_\_\_  
Signature of Student Non-Tax Filer (sign manually with pen)

\_\_\_\_\_  
Signature of Spouse Non-Tax Filer (sign manually with pen)

### D. Family Size

List the people in your' household including:

- Yourself and your spouse if you are married.
- Your dependent children (or your spouse's dependent children) even if they live apart because of college enrollment
- Other people living with the family now. Only if you will provide more than half of their support from July 1, 2024 till June 30, 2025.

**LIST THE FULL NAMES OF ALL HOUSEHOLD MEMBERS from the description above**

First Name	Last Name	DOB	Relationship
			Self

### E. Certification

By signing this certification, I/we confirm that all information reported on this form in support of the student's application for financial aid is complete and correct. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.**

\_\_\_\_\_  
Signature of Student (sign manually with pen)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Spouse (sign manually with pen)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Email Address

\_\_\_\_\_  
Spouse's Email Address

JCU will compare the FAFSA with the information on this worksheet and other required documents, any differences will be corrected which may result in a change to the financial aid award. This form and documentation can be faxed to 216-397-3098 or uploaded using the URL [https://admission.jcu.edu/register/verification\\_supporting\\_docs](https://admission.jcu.edu/register/verification_supporting_docs) and should be returned within 15 days of receipt. Do not email sensitive information