

**VERIFICATION WORKSHEET  
DEPENDENT STUDENT**

Student's Name \_\_\_\_\_ NDId \_\_\_\_\_  
Last First

**STEP 1 - Family Information – 2024/2025 Academic Year**

**Parents' Current Marital Status**       Married       Divorced       Unmarried, living together       Unmarried, not living together  
 (Select One)       Separated       Widowed       Single adoptive parent       Single, donor conceived child

Carefully read the instructions and, in the chart below, include:

- Student
- Student's legal parent(s) – biological or adoptive
  - If your legal parents are married or not married, separated, or divorced but live together, list both parents.
  - If your legal parents are separated or divorced (and do not live together), list the parent who provided the majority of your support for the last 12 months, **even if you did not live with them.**
    - If remarried, list legal parent and stepparent.
  - If your parent was never married (and does not live with your other legal parent) or widowed (and not remarried), list that parent.
    - If widowed and remarried, list legal parent and stepparent.
- Student's parents' other dependent children if your parent(s) will provide more than half of their support from July 1, 2024 through June 30, 2025 (list these children even if they do not live with your parents and are a student enrolled in an undergraduate program)
- Other people only if they live with student's parent(s) and student's parent(s) provide more than half of their support and will continue to do so from July 1, 2024 through June 30, 2025

Full Name	Age	Relationship	Name of College	Undergraduate/ Graduate	Enrollment	Expected Grad Date
		<i>Student</i>				

**STEP 2 - Student's 2022 Tax Filing Status**

Did you file or were you required to file a 2022 U.S. federal income tax return?

- Yes.** Continue to STEP 3.
- No, and I had no earnings from work.** Continue to STEP 3.

**No, but I had some earnings from work.** List below all sources and amounts of income from 2022 and submit all earnings statements (e.g., W-2, 1099-MISC) received in 2022. Continue to STEP 3.

Source of 2022 Income	W-2 or Equivalent Document Provided	Amount
		\$
		\$
		\$
<b>TOTAL</b>		<b>\$</b>

**STEP 3 – Parent(s) 2022 Tax Filing Status**

Did your parent(s) file or were they required to file a 2022 U.S. federal income tax return?

- Yes.** Continue to STEP 4.
- No, and my parent(s) had no earnings from work.** Submit a *Verification of Non-filing Letter* from the IRS for 2022 (obtained by using the [IRS Get Transcript Tool](#) or filing the [IRS Form 4506-T](#)). Continue to STEP 4.
- No, but my parent(s) had some earnings from work.** Submit the *Parent Non-Tax Filer's Statement*, all parent(s)' earning statements (e.g., W-2, 1099-MISC) received in 2022, and a *Verification of Non-filing Letter* from the IRS for 2022 (obtained by using the [IRS Get Transcript Tool](#) or filing the [IRS Form 4506-T](#)). Continue to STEP 4.

**STEP 4 – Other 2022 Income Information**

Please report all applicable income information for the parent(s) and student below for the 2022 tax year. Please indicate \$0 in any field that does not apply.

PARENT(S)		STUDENT
\$	Child support <b>PAID</b> to another household during 2022 (attach separate sheet if needed). Paid for _____ Paid to _____	
\$	Paid for _____ Paid to _____	
\$	Child support you <b>RECEIVED</b> for all children (including the student) in 2022. Do not include foster care or adoption payments.	
\$	Other untaxed income not reported elsewhere (e.g., workers' compensation, disability, untaxed Social Security, military/clergy housing or living allowances, etc.). Source: _____	\$

**STEP 5 – Certification**

I certify that all of the information reported on this worksheet is complete and correct. The student and student's parent must sign this worksheet. **Original signatures required; electronic signatures are not acceptable.**

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

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please submit the signed and completed form, along with supporting documentation, to the Office of Financial Aid via our [secure document upload portal \(go.nd.edu/fa-forms\)](#).**