



# Kentucky Christian University

Financial Aid Office \* 100 Academic Parkway \* Grayson, Kentucky 41143 \* 606-474-3226 \* [finaid@kcu.edu](mailto:finaid@kcu.edu)

## 2024-2025 Verification Worksheet (Independent Student)

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The U.S. Department of Education requires KCU to verify the data you reported on the FAFSA. That means a Financial Aid Administrator will compare your FAFSA information with the information you provide on this worksheet and any other required documents. If there are differences, the Financial Aid Administrator will correct your FAFSA information.

To begin this verification process, you must complete and sign this Verification Worksheet, provide any other required documents, and submit them to the KCU Financial Aid Office as quickly as possible. **Processing your financial aid application is paused until verification is complete.** If you have any questions, please contact the KCU Financial Aid Office at 606-474-3226 [finaid@kcu.edu](mailto:finaid@kcu.edu).

### STEP 1. STUDENT INFORMATION

Printed Name		KCU Student ID #	
Street Address		Date of Birth	
City, State		Zip Code	

### STEP 2. FAMILY SIZE

Family Size includes the following:

- The student
- The student's spouse (if applicable)
- The student's dependent children if the following are true:
  - They live with the student (or live apart because of college enrollment),
  - They receive more than half of their support from the student, **and**
  - They will continue to receive more than half their support from the student during the award year.
- Other persons if the following are true:
  - They live with the student),
  - They receive more than half of their support from the student, **and**
  - They will continue to receive more than half their support from the student during the award year.

Full Name	Current Age	Relationship to Student
		<i>Self</i>

Full Name	Current Age	Relationship to Student

If more space is needed, provide a separate page with the student's name and ID number at the top.

### STEP 3. 2022 INCOME INFORMATION

As part of federal student aid eligibility, students and spouses (as appropriate) are required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. Both must provide consent and approval to share and import income and tax information from the IRS to the FAFSA form. In most cases, no further documentation is needed to verify 2022 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS. Check the appropriate boxes below and provide the requested information and documents.

STUDENT	2022 INCOME INFORMATION	SPOUSE (if married)
<input type="checkbox"/> Yes <input type="checkbox"/> No	I filed a 2022 IRS Form 1040 U.S. Individual Income Tax Return and the information transmitted successfully to the FAFSA form.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	I filed a 2022 IRS Form 1040 U.S. Individual Income Tax Return, but the information DID NOT transmit to the FAFSA form and I entered the information manually on the FAFSA form. <ul style="list-style-type: none"> <li>• Provide a signed copy of the 2022 IRS Form 1040 U.S. Individual Income Tax Return with accompanying Schedules and W-2 forms.</li> <li>• If a copy of the 2022 IRS Form 1040 Federal Income Tax Return is not available, provide a 2022 IRS Tax Return Transcript* instead. (*See NOTES on Page 3 for instructions.)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	I will file a 2022 IRS Form 1040 U.S. Individual Income Tax Return, and I have been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2022. <ul style="list-style-type: none"> <li>• Provide a copy of the IRS's approval of your filing extension.</li> <li>• Provide a list on page 3 of the sources of any 2022 income, the amount of income from each source, and a copy of all W-2 forms (or an equivalent document) for tax year 2022.</li> <li>• If self-employed, provide 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.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	I did not, will not, or am not required to file a 2022 IRS Form 1040 U.S. Individual Income Tax Return. <ul style="list-style-type: none"> <li>• Provide a list on page 3 of the sources of any 2022 income, the amount of income from each source, and a copy of all W-2 forms (or an equivalent document) for tax year 2022.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	Indicate here if the student or spouse (if married) was not employed and had no income earned from work in 2022.	<input type="checkbox"/> Yes <input type="checkbox"/> No
\$	Untaxed amount of portions of IRA distribution or pensions rolled over and reported manually on the 2022 IRS Form 1040.	\$
\$	Untaxed amount of payments made in 2022 to tax-deferred pensions or savings plans (on W-2 form in boxes 12a-12d with code D, E, F, G, H, or S)	\$
\$	Untaxed amount of child support received for any children in 2022 (does not include foster care or adoption payments received)	\$

**STEP 3. 2022 INCOME INFORMATION (continued)**

Student or Spouse?	Employer's Name	IRS W-2 form or an equivalent document provided?	Annual Amount Earned in 2022
			\$
			\$
			\$
			\$
			\$
			\$
Total Amount of Income Earned From Work			\$

**STEP 4. CERTIFICATIONS AND SIGNATURES**

Each person signing below certifies that all of the information reported is complete and correct. The student and spouse (if applicable) whose information was reported on the FAFSA must sign and date.

Student's Printed Name: \_\_\_\_\_

Spouse's Printed Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Spouse's Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**NOTES:**

**TAX RETURN TRANSCRIPT** – If 2022 income tax return information for the student or spouse (if applicable) was not available or could not be used, the student or spouse should provide the KCU Financial Aid Office with a **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules**. A **2022 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by Mail – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Get Transcript Online – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.