



**University of Maryland Eastern Shore**  
**Office of Student Financial Aid**  
**SDC Bldg., Suite 1100**  
**Princess Anne, MD 21853**

**2024–2025 Dependent Verification Worksheet**

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) was selected for a process called verification. Before awarding Federal Student Aid, the Office of Student Financial Aid (OSFA) will ask you to confirm the information you and your parents reported on the FAFSA. To verify that you provided correct information, we will compare your FAFSA data with the information on this worksheet and/or any other required documents. If there are discrepancies, your FAFSA information will need to be corrected. You and your parent(s), whose information was reported on the FAFSA, must complete, and sign this worksheet, attach any required documents, and submit the form and other required documents to the OSFA within 10 Business Days of Notification. Please note that we may request additional information. If you have questions about verification, contact the OSFA at [financialaid@umes.edu](mailto:financialaid@umes.edu) as soon as possible so that your financial aid awards will not be delayed.

**A. Dependent Student's Information**

Last Name	First Name	M.I.	UMES ID#
Street Address (include apt. no.)			Date of Birth
City	State	Zip Code	Email Address
Home Phone Number (include area code)			Alternate or Cell Phone Number

**Dependent Student's Family Information**

In the spaces below, list the names, ages, and relationships (to you) of the people in your parents' household. Include:

- **Yourself.**
- **Your parents**, even you are not living with them. Exclude a parent who has died or is not living in the household because of separation or divorce. Include a parent who is on active duty in the U.S. Armed Forces apart from the family.
- **Your siblings** if the following are true: they live with your parents (or live apart for reasons like college enrollment), they receive more than half of their support from your parents, and they will continue to receive more than half their support from your parents during the award year (through June 30, 2025).
- **Other persons** if the following are true: they live with your parents, they receive more than half of their support your parents, and they will continue to receive more than half their support from the student's parents during the award year (through June 30, 2025)

The provided criteria for “dependent children” or “other persons” align with the requirement that family size align with whom the parent could claim as a dependent on a U.S. tax return if the parent were to file a U.S tax return at the time of completing the 2024-2025 FAFSA. **As a result, the parent should not include any unborn children in the family size.**

Full Name	Age	Relationship
		Yourself

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

**B. STUDENT 2022 INCOME INFORMATION**

(Check box next to the appropriate response)

- I consented to use the Direct Data Exchange (DDX) on the FAFSA to retrieve and transfer 2022 IRS Income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA **OR** will provide the institution with a 2022 IRS Tax Return Transcript or a signed copy of the 2022 income tax return and applicable schedules.
- I did not work in 2022. I did not and will not file a 2022 federal tax return.
- I was employed during 2022 but was not required to file a 2022 federal tax return. *You must also submit the following:*
  - Must submit W-2 forms for each employer.
  - List below the names of all employers and the amount earned from each employer.

*ONLY COMPLETE IF YOU WERE EMPLOYED, BUT WERE NOT REQUIRED TO FILE TAXES*

Employer Name	2022 earnings	IRS W-2 attached? (Yes/No)
	\$	
	\$	
	\$	

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

**C. PARENT(S)/STEPPARENTS 2022 INCOME INFORMATION**

(Check box next to the appropriate response)

- My parent(s) and/or stepparent consented to use the Direct Data Exchange (DDX) on the FAFSA to retrieve and transfer 2022 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA **OR** will provide the institution with a 2022 IRS Tax Return Transcript or a signed copy of the 2022 income tax return and applicable schedules.
- No parent(s)/stepparent(s) listed on my FAFSA worked in 2022. They did not and will not file a 2022 federal tax return.
- My parent(s)/Stepparent was/were employed during 2022 but was/were not required to file a 2022 federal tax return. *You/they must also submit the following:*
  - A copy of the W-2(s) for each source of employment.
  - For income earned **outside of the U.S.**, or confirmation of non-filing from the relevant tax authority outside of the IRS. Please see page 4 of this document.
  - List below all employers and the amount each parent/stepparent earned in 2022:

*ONLY COMPLETE IF PARENT(S) AND/OR STEPPARENT EMPLOYED, BUT WERE NOT REQUIRED TO FILE TAXES*

Employer Name	2022 earnings	IRS W-2 attached? (Yes/No)
	\$	
	\$	
	\$	

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

**D. Certification and Signatures**

Each person signing the verification worksheet is certifying that all information reported is complete and correct. The student and at least one parent must sign and date.

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**UMES ID#**

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

\_\_\_\_\_  
**Date**

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

## IMPORTANT DOCUMENT INFORMATION

### IRS Tax Return Transcript

Some tax filers may not be able to participate in the FA-Direct Data Exchange (DDX) in the FAFSA process. If that applies to you or your parent(s)/Stepparent, you **must** submit the IRS Tax Return Transcript, or a signed copy of the 2022 tax form 1040, as well as tax Schedules 1, 2, and/or 3.

- A Federal IRS Tax Return Transcript can be obtained online or by mail, free of charge, by visiting [www.irs.gov](http://www.irs.gov) (click on “Get Your Tax Record”), or by calling 1-800-908-9946. Be sure to request a “Return Transcript” and NOT an “Account Transcript.”

**Amended Tax return:** If you filed an amended tax return for 2022 AFTER you submitted your FAFSA, you must provide a copy of your tax transcript, or a signed copy of the tax form 1040 (which will include only information from the original tax return), AND a signed copy of the 2022 IRS form 1040X that was filed with the IRS.

**IRS Tax-related Identity theft:** If you were a victim of IRS tax-related identity theft and cannot obtain an IRS Tax Return Transcript, you can instead provide a Tax Return Database View (TRDBV) Transcript and a statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft, and that the IRS is aware of the tax-related identity theft. You must contact the IRS at 1-800-908-4490 to request a TRDBV Transcript.

### Individuals who filed Non-IRS Income Tax Return or Non-Filers who earned income outside of the U.S.

- **Non-IRS Income Tax Return:** A tax filer who filed an income tax return with a tax authority other than the IRS may provide a signed copy of his or her income tax return that was filed with the relevant tax authority.
- **Non-Filer of Income tax outside of the United States:** For non-filers who earned income outside of the U.S., provide verification of non-filing from the IRS or relevant tax authority outside of the IRS dated on or after October 1, 2023.

If you have questions or concerns related to this document, contact the OSFA at [financialaid@umes.edu](mailto:financialaid@umes.edu)