



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

2024–2025 Independent 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 spouse 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 spouse whose information was reported on the FAFSA (if married), must complete, and sign this worksheet, attach any required documents, and submit ALL 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 as soon as possible so that your financial aid awards will not be delayed.

A. Independent 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

Independent Student’s Family Information

1. In the spaces below, list the names, ages, and relationships (to you) of the people in your household. Include:
 - Yourself.
 - Your spouse, (if married).
 - You and your spouse’s children, if you or spouse will provide more than half of their support from July 1, 2024 to June 30, 2025, even if they do not live with you and spouse.
 - Other people if they now live with you and spouse and you or spouse provide more than half of their support and will continue to provide more than half of their support through June 30, 2025.

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

Full Name	Age	Relationship
		Yourself

If additional space is needed (above), provide a separate page with the student’s name and ID number at the top.

B. Verification of 2022 Income Information

As part of federal student aid eligibility, students, and spouses (as appropriate), will be 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. In other words, if the student and spouse filed separate 2022 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. **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.**

However: If 2022 income tax return information for the student (or spouse, if applicable) was not available or could not be used, the student should provide the institution with a **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules.**

Please review and check one of the following:

- 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
- I was unable to use the FAFSA's Direct Data Exchange to transfer my income information. And will provide my/our 2022 IRS Tax Return Transcript(s) OR a signed copy of the 2022 1040 income Tax return and all applicable schedules
- I and/or my spouse (if married) were not employed, did not earn income from work in 2022, and did not file a 2022 Tax Return
- I and/or my spouse (if married) were employed but did not file a 2022 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 necessary, attach a separate page(s) and include student's name and UMES ID# at top of each page.

Note: If you and/or your spouse (if married) filed separate IRS income tax returns for 2022 or had a change in marital status after December 31, 2022, contact the contact the Office of Student Financial Aid (OSFA) for assistance.

C. Certification and Signatures:

Each person whose information was reported on the 2024- 2025 FAFSA must sign and date this form. By signing below certifies that all of the information is complete and correct.

Print Student's Name _____

UMES ID# _____

Student's Signature (Required) _____

Date _____

Spouse's Signature (Optional) _____

Date _____

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be 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 (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