

# 2024 – 2025 V1 VERIFICATION WORKSHEET- DEPENDENT STUDENT



Please complete and return this form to:

**Financial Aid Office**  
 Red Oak Center  
 P.O. Box 518  
 Rhinelander, WI 54501  
 715-365-4423 or 800-544-3039  
 Fax: 715-365-4918  
 Financial\_aid@nicoletcollege.edu

Your 2024 – 2025 Free Application for Federal Student Aid (FAFSA) was selected by the Department of Education for verification to ensure you provided correct information on your FAFSA. The Financial Aid Office will compare your FAFSA with the information on this worksheet along with any other required documents and make any necessary corrections. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form to the Nicolet College Financial Aid Office. If you have questions about verification, contact the Financial Aid Office as soon as possible so that your financial aid will not be delayed.

## A. Dependent Student’s Information

\_\_\_\_\_  
 Student’s Full Name

\_\_\_\_\_  
 Nicolet College Student ID Number

\_\_\_\_\_  
 Student’s Mailing Address (include apt. no.)

\_\_\_\_\_  
 Student’s Date of Birth

\_\_\_\_\_  
 City State Zip Code

\_\_\_\_\_  
 Student’s Nicolet Email Address

\_\_\_\_\_  
 Student’s Home Phone Number (include area code)

\_\_\_\_\_  
 Cell Phone # (include area code)

## B. Dependent Student’s Family Information

List below the people in your parents’ family. Include:

- **Yourself**
- Biological, adoptive or step-parent(s).
- Your parents’ other children if your parents will provide more than half of the children’s support from July 1, 2024, through June 30, 2025.
- Other people if they now live with your parents and your parents provide more than half of the other people’s support and will continue to provide more than half of their support through June 30, 2025.

Note that your parent(s) must be able to claim someone as an exemption/dependent on their 2023 federal tax return to include them as a member of their family.

\*If more space is needed, provide a separate page with your name and Nicolet College student ID number at the top.

Full Name	Age	Relationship	College	*Will be enrolled in college at least half time (EXCLUDE YOUR PARENTS)
		Self	Nicolet College	
		Parent		

**C. Non-Tax Filers Only- If you filed taxes, skip to Part D**

**Complete below and attach all 2022 W-2 forms.**

Complete this section if you, the student will not file a 2022 federal income tax return.

The **student** will not file a tax return and had no income earned from work in 2022.

The **student** will not file a tax return but earned income from work in 2022.

**Student- List name of all employers in 2022 and attach W-2 forms.**

Employer's Name	2022 Amount Earned
Suzy's Auto Body Shop (example)	\$2,000.00

Complete this section if you, the parent(s), will not file a 2022 federal income tax return.

The **parent(s)** will not file a tax return and had no income earned from work in 2022.

The **parent(s)** will not file a tax return but earned income from work in 2022.

**Parent(s) – List name of all employers in 2022 and attach W-2 forms.**

Employer's Name	2021 Amount Earned
Suzy's Auto Body Shop (example)	\$2,000.00

**D. Tax Filers Only: Please read to understand your two choices**

\*Notify the Financial Aid Office if your parents filed separate IRS income tax returns for 2022 or had a change in marital status after December 31, 2022.

1. You are required to give consent for the IRS to transfer 2022 federal tax information to your FAFSA through the Financial Aid Direct Data Exchange (FA-DDX) even if you are unable to use this tool for 2022. If you have not already given consent, go to [FAFSA.ed.gov](https://fafsa.ed.gov), log in to your FAFSA record, select “Make FAFSA Corrections”, and navigate to the Financial Information section of the form.

The **student** used the **FA-DDX** to transfer 2022 IRS income and tax information into the FAFSA.

The **parent(s)** used the **FA-DDX** to transfer 2022 IRS income and tax information into the FAFSA.

2. If you are unable to use the FA-DDX, you will need to submit a signed copy of your and/or your parent’s 2022 IRS federal tax return or an IRS Tax Return Transcript (see instructions below).

- Online Request – Go to [irs.gov](https://irs.gov), click on “Get Your Tax Record”. Click “Get Transcript by MAIL” or “Get Transcript Online”. Make sure to request the “**IRS Tax Return Transcript**” and **NOT** the “IRS Tax Account Transcript”.
- Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T found at [www.IRS.gov](https://www.irs.gov)

\*\*If your parents filed separate 2022 tax returns, you must submit tax returns for both parents if they live in the same household.

The **student’s** signed 2022 IRS federal tax return or tax return transcript is attached to this worksheet.

The **parent(s)** signed 2022 IRS federal tax return or tax return transcript is attached to this worksheet.

\*If you filed an amended IRS Tax Return 1040X, were a victim of tax related identity theft, or were granted a filing extension by the IRS, please contact the Nicolet College Financial Aid Office for more information.



**The verification process has stopped until 2022 Federal tax documents requested are received or the IRS DRT is completed.**

**E. Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

**The student and one parent must sign and date.**

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

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Parent’s Name

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Date

**Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the Nicolet College Financial Aid Office. You should make a copy of this worksheet for your records.**