



# 2024-25 Verification Worksheet

## (F5VERD) Federal Student Aid Programs

Dependent

For Office Use:  
SA PA

Your application was selected for review in a process called "Verification." In this process, Marquette will compare information from your FAFSA with this worksheet and financial data you must submit. The law requires completion of Verification before awarding and/or disbursing federal aid. If there are differences between your FAFSA application and your verification documentation, electronic corrections to your FAFSA may be required. Contact Marquette Central at (414) 288-4000 if you have questions.

### INSTRUCTIONS

- Complete all sections of this worksheet in full.
- If you or your parent(s) have filed a 2022 Federal Income Tax Return with the IRS:
  - If you have not already done so, log on to [studentaid.gov/fafsa](http://studentaid.gov/fafsa) and give permission for the Direct Data Exchange (DDX) to transfer your 2022 tax information to your 2024-25 FAFSA.
  - To determine eligibility for the DDX see tab #2 at: [mu.edu/central/verify2425](http://mu.edu/central/verify2425). If eligible see tab #3. If not eligible see tab #9.
- If your parent(s) was/were not required to file a 2022 Federal Income Tax Return with the IRS:
  - Select either B or C under Parent's Information on the 2<sup>nd</sup> page of this form.
  - If the parent(s) had income: attach all 2022 W-2s, 1099s, or other income statements.
  - If the parent(s) do not have a Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN), or Employer Identification Number (EIN): submit a letter from the appropriate tax filing authority that the individuals did not file taxes.
- Requested documents **must** be submitted within **30 days** of the initial request to be considered for all available financial aid.
- Upload requested documents using Document Upload found under the Financial Aid tile in [CheckMarq](#), or return them in person to Zilber Hall, Suite 121, or mail to Marquette Central, Office of Student Financial Aid, P.O. Box 1881, Milwaukee, WI 53201-1881.

**NOTE: Due to imaging system requirements, photographs of documents are not acceptable.**

### A. Student Information

|                            |            |               |                                  |
|----------------------------|------------|---------------|----------------------------------|
| Last Name                  | First Name | M.I.          | Marquette Identifier (MUID)      |
| Address (include apt. no.) |            | Date of Birth |                                  |
| City                       | State      | Zip Code      | Phone Number (include area code) |

### B. Family Information \*If more space is required, attach a separate page.

| Full Name   |     |              | Age   |
|---|-----|--------------|---|
| Write the names of the people in your parent(s)' household in the chart below:<br>1. Include <b>yourself</b> on the first line.<br>2. Include <b>your parent(s)</b> : <ul style="list-style-type: none"> <li><i>If your parents are divorced</i>, list the parent you lived with the most during the last 12 months. If you did not live with one parent more than the other, indicate the parent who provided <i>more than half</i> of your support during the last twelve months.</li> <li><i>If your parent is remarried</i>, include step-parent.</li> <li><i>If your parents are unmarried but live together</i>, list Parent #1 and Parent #2.</li> </ul> 3. Include your <b>parent(s)' other children</b> , if your parents provide <i>more than half</i> of their support between July 1, 2024 and June 30, 2025 or if the children would be required to provide parental information if they were completing a 2024-25 FAFSA.<br>4. Include <b>other dependents</b> , if they now live with your parent(s) and your parent(s) will continue to provide <i>more than half</i> of their support through June 30, 2025. |     |              | Write the age of each family member in the chart below.   |
|   |     |              | Relationship  |
|   |     |              | Write the relationship of each family member to the student in the chart below.   |
|   |     |              | College   |
|   |     |              | Add the name of the college for any household member ( <b>excluding parents</b> ) who will be enrolled in a degree, diploma, or certificate program at an eligible postsecondary educational institution <i>at least half-time</i> any time between July 1, 2024 and June 30, 2025. |
| Full Name   | Age | Relationship | College   |
| (EXAMPLE) Missy Jones   | 18  | Sister       | Central University  |
|   |     | Self         | Marquette University  |
|   |     |              |   |
|   |     |              |   |
|   |     |              |   |
|   |     |              |   |
|   |     |              |   |

**C. Dependent Student's Information (all applicants)** **Student Name/MUID:**

**1. Check the box that applies:**

- a.  I filed/will file a 2022 Federal IRS Tax Return, Puerto Rican, or Foreign Income Tax Return.
- b.  I was not employed, did not have income, and was not required to file a 2022 Federal IRS Tax Return.
- c.  I was employed and had income, but was not required to file a 2022 Federal IRS Tax Return:
  - **Complete the chart below:** list employer(s) (including Marquette) and the amount that was earned in 2022
  - **Attach copies of all 2022 W-2 and 1099 Forms.**

| <b>COMPLETE CHART ONLY IF BOX c ABOVE IS CHECKED</b> | Non-Tax Filers with 2022 earnings are federally required to submit a copy of W-2(s) from each employer to Marquette Central with this form. |                              |   |                              |  |
|--|---|------------------------------|---|------------------------------|--|
|  | Name of Employer  | Amount Earned in 2022        | 2022 W-2 and 1099 Forms received from employer? |                              | 2022 W-2 and 1099 Forms attached to this Form? |
|  |   | \$                           | Yes <input type="checkbox"/>                    | No <input type="checkbox"/>  | Yes <input type="checkbox"/>                   |
|  |   | \$                           | Yes <input type="checkbox"/>                    | No <input type="checkbox"/>  | Yes <input type="checkbox"/>                   |
|  | \$  | Yes <input type="checkbox"/> | No <input type="checkbox"/>                     | Yes <input type="checkbox"/> |  |

\*If more space is required, attach a separate page.

**Note: If you lost or never received a W-2, contact your employer to request a copy to provide with this form.**

**D. Parent(s)' Information**

**1. Check the box that applies:**

- a.  I filed/will file a 2022 Federal IRS Tax Return, Puerto Rican, or Foreign Income Tax Return.
- b.  I was not employed, did not have income, and was not required to file a 2022 Federal IRS Tax Return.
  - If you do not have a SSN, ITIN, or EIN: attach a letter from the appropriate tax filing authority that you did not file taxes.
- c.  I was employed and had income, but was not required to file a 2022 Federal IRS Tax Return:
  - **Complete the chart below:** list employer(s) and the amount that was earned in 2022
  - **Attach copies of all 2022 W-2 and 1099 Forms.**
  - If you do not have a SSN, ITIN, or EIN: attach a letter from the appropriate tax filing authority that you did not file taxes.

| <b>COMPLETE CHART ONLY IF BOX c ABOVE IS CHECKED</b> | Non-Tax Filers with 2022 earnings are federally required to submit a copy of W-2(s) from each employer to Marquette Central with this form. |                       |   |                             |   |
|--|---|-----------------------|---|-----------------------------|---|
|  | Name of Employer  | Amount Earned in 2022 | 2022 W-2 and 1099 Forms received from employer? |                             | 2022 W-2, 1099s and Non-Filing Letter attached? |
|  |   | \$                    | Yes <input type="checkbox"/>                    | No <input type="checkbox"/> | Yes <input type="checkbox"/>                    |
|  |   | \$                    | Yes <input type="checkbox"/>                    | No <input type="checkbox"/> | Yes <input type="checkbox"/>                    |

\*If more space is required, attach a separate page.

**Note: If you lost or never received a W-2, contact your employer to request a copy to provide with this form.**

**E. Signature. Manually sign with a ballpoint pen.**

**\*Forms with digital/electronic/typed signatures cannot be accepted and will be returned.**

Each person signing certifies that all the information reported is complete and correct. The student and at least one parent whose information was reported on the 2024-25 FAFSA must sign and date this worksheet.

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

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

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Parent's Name: \_\_\_\_\_

Parent Daytime Phone and/or Email: \_\_\_\_\_