



Your 2024-2025 Free Application for Federal Student Aid (FAFSA) was selected for a federal review process called Verification. Before finalizing your package or disbursing financial aid, we must ask you to confirm the information you reported on your FAFSA. You and at least one parent must complete and sign this worksheet and submit it along with any other required documents to our office.

For more information about verification visit our web page, www.go.longwood.edu/verification.

A. STUDENT INFORMATION

Full Name: _____ Phone Number: _____

Longwood ID Number: _____ Email: _____

B. FAMILY SIZE INFORMATION

Please **complete all columns** of the table below for your family size. Family size includes:

- Yourself
- Your parent and their spouse/partner, even if 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 parent(s) other children if the following are true:
 - They live with your parent(s) (or live apart because of college enrollment),
 - They receive more than half of their financial support from your parent(s), and
 - They will continue to receive more than half their support from your parent(s) during the award year.
- Other persons if the following are true:
 - They live with your parent(s),
 - They receive more than half of their support from your parent(s), and
 - They will continue to receive more than half their support from your parent(s) during the award year.

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.

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

Full Name (including student)	Age	Relationship to Student
		Student/Self

Name: _____ Longwood ID Number: _____

C. STUDENT TAX AND INCOME INFORMATION

Check **one** of the following options:

I used the IRS Direct Data Exchange to transfer 2022 Federal Tax Return Information to my FAFSA	
A copy of the 2022 Tax Transcript or <u>signed</u> 2022 Tax Return (1040 and ALL Schedules) will be submitted with this form.	
I was not employed and had no income earned from work in 2022	
I certify I did not file a tax return and filing was not required. <i>If you were not required to file a 2022 Federal Tax Return, complete the chart below with any income earned from work in 2022 or any income from another source. Submit copies of all W-2s, 1099's and income statements, and list every employer even if no W-2 was issued.</i>	
Employer's Name	Amount Earned (2022)

D. PARENT TAX AND INCOME INFORMATION

Check **one** of the following options:

I used the IRS Direct Data Exchange to transfer 2022 Federal Tax Return Information to my FAFSA	
A copy of the 2022 Tax Transcript (visit IRS.gov) or <u>signed</u> 2022 Tax Return (1040 and ALL Schedules) will be submitted with this form.	
I was not employed and had no income earned from work in 2022	
I, the Contributor, certify I did not file a tax return and was not required to file. <i>If you were not required to file a 2022 Federal Tax Return, complete the chart below with any income earned from work in 2022 or any income from another source. Submit copies of all W-2s, 1099's and income statements, and list every employer even if no W-2 was issued.</i>	
Employer's Name	Amount Earned (2022)

**** If you filed a non-IRS Income Tax Return, a foreign tax return, an amended IRS Income Tax Return, were a victim of IRS Tax Related Identity Theft, or filed an extension, additional documentation may be required. Please contact the Financial Aid office for more information. ****

E. CERTIFICATION AND SIGNATURES

Warning: If you purposely give false or misleading information, you may be fined, sent to prison, or both. Each person signing this worksheet certifies that all of the information reported on it is complete and correct. ***The student and parent must sign and date.***

Student Signature

Date

Parent Signature

Date

For the security of your personal data, please submit your completed form and all other requested documents using our secure upload, found here: go.longwood.edu/uploadfa