



## Student:

### 1<sup>st</sup> Notice

## 2<sup>nd</sup> Notice

### 3<sup>rd</sup> Notice

### A. Dependent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's Social Security Number
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Student's Street Address (include apt. no.)	Student's Date of Birth
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City	State	Zip Code	Student's Email Address
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Student's Home Phone Number (include area code) \_\_\_\_\_ Student's Alternate or Cell Phone Number \_\_\_\_\_

### B. Dependent Student's Family Size

List below **ALL** the people in your parent(s)' household. Include:

- Yourself
- Your parent(s) (including a stepparent) even if you don't live 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.
- Other dependent children that live with your parent(s) and if your parent(s) will provide more than half of their support from July 1, 2026, through June 30, 2027. Include children even if they do not live with your parent(s) due to temporary absences (such as college enrollment, military service, etc.).
- Other people that live with your parent(s) and if your parent(s) will provide more than half of their support from July 1, 2026 through June 30, 2027.

*If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

[illegible]

C. Dependent **Student's** Income Information to Be Verified

1. **TAX RETURN FILERS**—**Important Note:** If the student filed, or will file, an amended 2024 IRS tax return, the student must contact the Financial Aid Office before completing this section.

**Instructions:** Complete this section if the student filed or will file a 2024 income tax return with the IRS. *As part of federal student aid eligibility, students are 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 most cases, no further documentation is needed to verify 2024 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.*

If 2024 income tax return information for the student was not available or could not be used, the student must provide the institution with a 2024 IRS Tax Return Transcript(s) or a freshly signed copy of the 2024 federal income tax return and applicable schedules. To obtain an IRS tax return transcript, go to www.irs.gov and click on the “Get Your Tax Record” link, or call 1-800-908-9946. Make sure to request the “IRS tax return transcript” and **NOT** the “IRS tax account transcript.” You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2024 IRS tax return was filed).

☐ The student provided consent and approval to share and import income and tax information from the IRS to the FAFSA form. Additional income and tax information for the student is not required.

☐ The student income and tax information did not fully transmit from the IRS to the FAFSA form. Additional income and tax information for the student is required.

**Check the box that applies:**

☐ Check here if the student's 2024 IRS tax return transcript or freshly signed 2024 federal tax return is attached to this worksheet.

☐ Check here if the student's 2024 IRS tax return transcript or freshly signed 2024 federal tax return will be submitted to the institution later. Verification cannot be completed until the IRS tax return transcript or tax return has been submitted to Daemen.

\*If you choose to download your IRS tax return transcript as a PDF, you can upload the PDF file at daemen.edu/finaidupload\*  
\*\*Signed copies of 2024 federal tax returns must be either mailed or delivered in person to the Financial Aid Office. Uploaded and scanned copies **will not** be accepted.\*\*

2. **TAX RETURN NONFILERS**—Complete this section if the student will not file and is not required to file a 2024 income tax return with the IRS.

**Check the box that applies:**

☐ The student **was not** employed and had no income earned from work in 2024.

☐ The student **was** employed in 2024 and has listed below the names of all the student's employers, the amount earned from each employer in 2024, and whether an IRS W-2 form is attached. Attach copies of all 2024 IRS W-2 forms issued to the student by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Employer's Name	2024 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000.00(example)	Yes(example)

**D. Parent's Income Information to Be Verified**—Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

**1. TAX RETURN FILERS—Important Note:** If the student's parent(s), filed or will file, an amended 2024 IRS tax return the student's Financial Aid Office must be contacted before completing this section.

**Instructions:** Complete this section if the student's parent(s) filed or will file a 2024 income tax return with the IRS. *As part of federal student aid eligibility, parents are 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 most cases, no further documentation is needed to verify 2024 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.*

If 2024 income tax return information for the parent(s) was not available or could not be used, the parent(s) must provide the institution with a 2024 IRS Tax Return Transcript(s) or a freshly signed copy of the 2024 federal income tax return and applicable schedules. To obtain an IRS tax return transcript, go to [www.irs.gov](http://www.irs.gov) and click on the "Get Your Tax Record" link, or call 1-800-908-9946. Make sure to request the "IRS tax return transcript" and **NOT** the "IRS tax account transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2024 IRS tax return was filed).

- ☐ Parent(s) provided consent and approval to share and import income and tax information from the IRS to the FAFSA form. Additional income and tax information for the parent is not required.
- ☐ Parent(s) income and tax information did not fully transmit from the IRS to the FAFSA form. Additional income and tax information for the parent is required.

**Check the box that applies:**

- ☐ Check here if the parent 2024 IRS tax return transcript or freshly signed 2024 federal tax return is attached to this worksheet.
- ☐ Check here if the parent 2024 IRS tax return transcript or freshly signed 2024 federal tax return will be submitted to the institution later. Verification cannot be completed until the IRS tax return transcript or tax return has been submitted to Daemen.

\*If you choose to download your IRS tax return transcript as a PDF, you can upload the PDF file at [daemen.edu/finaidupload](http://daemen.edu/finaidupload)\*  
\*\*Signed copies of 2024 federal tax returns must be either mailed or delivered in person to the Financial Aid Office. Uploaded and scanned copies **will not** be accepted.\*\*

**2. TAX RETURN NONFILERS**—Complete this section if the student's parent(s) did not file and are not required to file a 2024 income tax return with the IRS.

**Check the box that applies:**

- ☐ Parent(s) **were not** employed and had no income earned from work in 2024.
- ☐ Parent(s) **were** employed in 2024 and has listed below the names of all the parent's employers, the amount earned from each employer in 2024, and whether an IRS W-2 form is attached. Attach copies of all 2024 IRS W-2 forms issued to the parent(s) by employer(s). *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Employer's Name	2024 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000.00 (example)	Yes (example)
DO NOT COMPLETE IF YOU FILED TAXES		

## 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 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

*You should make a copy of this worksheet for your records.*

*Do not mail this worksheet to the U.S. Department of Education.*

### **Submit this worksheet to the Financial Aid Office**

#### **Via US Mail:**

Financial Aid Office  
Daemen University  
4380 Main Street  
Amherst, NY 14226

#### **In person:**

Financial Aid Office, room 111 Duns Scotus building

#### **Secure Upload:**

[daemen.edu/finaidupload](https://daemen.edu/finaidupload)

Please do not send sensitive documents through email.