



**2024-2025
Verification Worksheet**

Student ID _____
Student Name _____

Please upload this completed form within your Financial Aid Student Portal at:
<https://finaid.park.edu/NetPartnerStudent>



Your FAFSA was selected for a process called "Verification". Verification is the process by which certain required information on the FAFSA is reviewed for accuracy and completeness. The Financial Aid Office will notify you if any additional documentation is needed or any additional questions need to be answered. If there are differences between your application information and your financial documents, our office will make corrections to your FAFSA. Once Verification is completed, please do not make any changes to your FAFSA without first contacting our office at (816) 584-6295 or finaid@park.edu.

Documentation Required:

- You, the student, should log into your financial aid portal at: <https://finaid.park.edu/NetPartnerStudent> to view the 2024-2025 documents assigned.
- All of your verification forms require a hand-written signature. This can be completed by printing the document and signing with a pen or by using a mouse or stylus on the online document.
- All documents should be uploaded to the financial aid portal for data security. Email is not a secure method for transmitting personal information.

Financial Information:

As part of federal student aid eligibility, contributors are required to consent and approve the sharing and import of information from the IRS directly to the FAFSA form. You and your family may also be asked to provide income documents such as W-2's, a signed copy of your 2022 tax return or a tax transcript. Tax transcripts may be obtained at <https://www.irs.gov/individuals/get-transcript>.

- Did you file an amended 2022 tax return?
 - No
 - Yes – please upload a signed copy of your 2022 amended tax return to your financial aid portal
- Did the student, student's spouse, parent, and/or parent's spouse have no income earned from work in 2022 and were not required to file a tax return?
 - No
 - Yes – please upload an IRS Verification of Non-Filing letter (<https://www.irs.gov/individuals/get-transcript>) or complete and upload the Statement of Non-Tax Filing form
- Did the student, student's spouse, parent, and/or parent's spouse earn income from work in 2022 but were not required to file a tax return?
 - No
 - Yes – please upload all 2022 W-2's/1099's and complete and upload the Statement of Non-Tax Filing form

Certification	
By signing this form, I certify that all information reported on this form and all submitted documentation are complete and correct. I understand that changes in the FAFSA information based on the documentation provided may result in a change in financial aid eligibility.	
Digital signatures are not acceptable.	
Student Signature _____	Date _____
Spouse Signature (if applicable) _____	Date _____
Parent Signature (if applicable) _____	Date _____