

2025–2026 Verification Worksheet

V5 Dependent Student

Your 2025–2026 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and a parent whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

A. Students' Information

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

B. Dependent Student's Family Information:

Family size includes the following:

- The student.
- The student's parents, even if the student is 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.
- The student's siblings if the following are true:
 - They live with the students' parents (or live apart because of college enrollment),
 - They receive more than half of their support from the students' parents, and
 - They will continue to receive more than half their support from the students' parents during the award year.
- Other people if the following are true:
 - They live with the student's parents,
 - They receive more than half of their support from the students' parents, and
 - They will continue to receive more than half their support from the students' parents 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 2025-2026 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	Age	Relationship
		<i>Self</i>

Student name _____ Social Security _____

C. Dependent Student's Income Information to be Verified

1. INCOME INFORMATION FOR STUDENT TAX FILERS

Instructions: Complete this section if the student filed or will file a 2023 IRS income tax return(s). As part of federal student aid eligibility, student will be 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 other words, if the student and spouse filed separate 2023 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. In most cases, no further documentation is needed to verify 2023 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.* If 2023 income tax return information for the student was not available or could not be used, the student should provide the institution with a **2023 IRS Tax Return Transcript(s) or a signed copy of the 2023 income tax return and applicable schedules.**

A. 2023 IRS Tax Return Transcript(s). (signature not required)

- Get Transcript by Mail - Go to www.irs.gov, click "Get Your Tax Record" click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Get Transcript Online - Go to www.irs.gov, click "Get Your Tax Record" Click "Get Transcript Online" Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form – IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

2. INCOME INFORMATION FOR STUDENT NON-TAX FILERS

The instructions and certifications below apply to the student complete this section if the student will not file and is not required to file a 2023 income tax return with the IRS.

Check the box that applies:

- ☐ The student was not employed and had no income earned from work in 2023.
- ☐ The student and/or spouse were employed in 2022 and has listed below the names of all employers, the amount earned from each employer in 2023, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2023 IRS W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	IRS W-2 or an Equivalent Document Provided	Annual Amount Earned in 2022
<i>(Example) Suzy's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned from Work		\$

Provide a signed and dated statement certifying that the individual has not filed and is not required to file a 2023 income tax return, as well as the sources of 2023 income earned from work and the amount of income from each source.

_____ Check here if non-filing statement is signed and dated.

Student name _____ Social Security _____

D. Parent's income Information to be Verified

1. Income Information for Parent Tax Filers

Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2023 or had a change in marital status after December 31, 2023.

Instructions: Complete this section if the parents filed or will file a 2022 IRS income tax return(s). As part of federal student aid eligibility, parents will be 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 other words, if the parents filed separate 2022 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. In most cases, no further documentation is needed to verify 2023 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.*

If 2022 income tax return information for the student (or spouse, if applicable) was not available or could not be used, the parents should provide the institution with a **2023 IRS Tax Return Transcript(s) or a signed copy of the 2023 income tax return and applicable schedules.**

A 2022 IRS Tax Return Transcript(s). (signature not required)

- Get Transcript by Mail - Go to www.irs.gov, click "Get Your Tax Record" click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Get Transcript Online - Go to www.irs.gov, click "Get Your Tax Record" Click "Get Transcript Online" Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form – IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

2. INCOME INFORMATION FOR PARENT NON-TAX FILERS

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2023 income tax return with the IRS.

Check the box that applies:

- ☐ Neither parent was employed, and neither had income earned from work in 2023.
- ☐ One or both parents were employed in 2022 and have listed below the names of all employers, the amount earned from each employer in 2023, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2023 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2023?
<i>(Example) Suzy's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

Provide a signed and dated statement certifying that the individual has not filed and is not required to file a 2023 income tax return, as well as the sources of 2023 income earned from work and the amount of income from each source.

_____ **Check here if non-filing statement is signed and dated.**

E. Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

Print Student's Name

Student's ID Number

Student's Signature

Date

Parent's Signature

Date

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

2025–2026 Verification Worksheet

Identity and Statement of Educational Purpose

The student must appear in person at _____ to verify
(Name of Postsecondary Educational Institution)

his or her identity by presenting a valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student's ID.

In addition, the student must sign, in the presence of the institutional official, the following:

Statement of Educational Purpose

I certify that I _____ am the individual signing this
(Print Student's Name)

Statement of Educational Purpose and that the Federal student financial assistance

I may receive will only be used for educational purposes and to pay the cost of attending
_____ for 2025-2026.

(Name of Postsecondary Educational Institution)

F. Certification and Signature

Each person signing below certifies that all of the information reported is complete and correct.

The student information was reported on the FAFSA must sign and date.

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Student's Signature

Date

Student's ID Number