# Verification Worksheet – Dependent Student
# 2025-2026

Your application was selected by the U.S. Department of Education for review in a process called "**Verification**." Please complete, sign, and submit this form with any other required documentation to the financial aid administrator at your campus.

**Step 1 - Student Information**

_____ _____

Student's name (First, MI, Last) Student/Banner ID #

_____

Street Address (include apt #)

_____ _____

City State Zip Code Date of Birth

_____ _____

Student's Email Address Student's Primary Phone # (include area code)

**Step 2 – Student's Family/Household Size Information**

List the people in your family/household. Be sure to include:

a. **Yourself** (the student)
b. **Your parents**, 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.
c. **Your siblings** if the following are true:
    i. They live with the student's parents (or live apart because of college enrollment),
    ii. They receive more than half of their support from the student's parents, and
    iii. They will continue to receive more than half their support from the student's parents during the award year.
d. **Other people** if the following are true:
    i. They live with the student's parents,
    ii. They receive more than half of their support from the student's parents, and
    iii. They will continue to receive more than half their support from the student's 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, any unborn children should not be included in the family size.

Student's Name: _____ Student/Banner ID: _____

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

| Full Name | Age | Relationship to Student |
|---|---|---|
| *Missy Jones (example)* | *18* | *Sister* |
| | | *Self* |
| | | |
| | | |
| | | |
| | | |

**Step 3 – Student Income (check one)**

- ☐ My 2023 income was reported on the FAFSA from the IRS, using the Future Act Direct Data Exchange (FA-DDX).
- ☐ I filed a 2023 Federal Tax Return, but the tax return information was not available or could not be used. **Must provide <u>signed</u> copy of 2023 Federal Tax Return –or– 2023 IRS Tax Return Transcript.**
- ☐ I did not file. I was not employed and did NOT earn income in 2023. **Complete Step 4 below if you had other income and resources that supported you for the 2023 tax year.**
- ☐ I did not file but was employed in 2023 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. **Complete Step 4 below and provide copies of all 2023 IRS W-2 forms issued by the employers.**

**Step 4 - Verification of Income Information for Student Non tax filers**

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

| Student's Employer's Name | IRS W-2 or an Equivalent Document Provided? | Annual Amount Earned in 2023 |
|---|---|---|
| *Suzy's Auto Body Shop (example)* | *Yes (example)* | *$4,500 (example)* |
| | | |
| | | |
| | | |
| | | |
| Total Amount of Income Earned from Work | | $ |

Student's Name: _____ Student/Banner ID: _____

**Step 4 - Verification of Income Information for Student Non tax filers (continued)**

If you did not file but had other income and resources that supported you for the 2023 tax year, list each source of income in the table below. If more space is needed, provide a separate page with your name and ID number at the top.

| **Source of Income** | **Annual Amount Earned in 2023** |
|---|---|
| *Rental Property (example)* | *$4,500 (example)* |
| | |
| | |
| | |
| | |
| Total Amount of Income | $ |

**Step 5 – Parent Income (check one)**

- ☐ My parent(s) 2023 income was reported on my FAFSA from the IRS using the Future Act Direct Data Exchange (FA-DDX).
- ☐ My parent(s) filed a 2023 Federal Tax Return, but the tax return information was not available or could not be used. **Must provide signed copy of 2023 Federal Tax Return –or– 2023 IRS Tax Return Transcript.**
- ☐ My parent(s) were not employed and did NOT earn income in 2023. **Complete Step 6 below if you had other income and resources that supported you for the 2023 tax year.**
- ☐ My parent(s) was employed in 2023 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. **Complete Step 6 below and provide copies of all 2023 IRS W-2 forms issued by the employers.**

**Step 6 - Verification of Income Information for Parent Non tax filers**

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

| **Parent(s)' Employer's Name** | **IRS W-2 or an Equivalent Document Provided?** | **Annual Amount Earned in 2023** |
|---|---|---|
| *Suzy's Auto Body Shop (example)* | *Yes (example)* | *$4,500 (example)* |
| | | |
| | | |
| | | |
| | | |
| Total Amount of Income Earned from Work | | $ |

Student's Name: _____ Student/Banner ID: _____

**Step 6 - Verification of Income Information for Parent Non tax filers**

If your parent(s) did not file but had other income and resources that supported you for the 2023 tax year, list each source of income in the table below. If more space is needed, provide a separate page with your name and ID number at the top.

| **Source of Income** | **Annual Amount Earned in 2023** |
|---|---|
| *Rental Property (example)* | *$4,500 (example)* |
| | |
| | |
| | |
| | |
| Total Amount of Income | $ |

**Step 7 – Certification and Signatures**

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

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 (Required) Date

_____ _____

Parent's Signature (Required) Date