2025–2026 Verification Worksheet

Independent Student - Tracking Group V5

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 and your spouse (if married) reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

A. Independent Student's Information

Student's Last Name _____ *Student's First Name* _____ *MI* _____ *Student's SSN or ID Number* _____

Student's Street Address (include apt. no.) _____ *Student's Date of Birth* _____

City _____ *State* _____ *Zip* _____ *Student's Email Address* _____

Student's Phone Number _____ *Student's Alternate or Cell Phone Number* _____

B. Independent Student's Family Information

Number of Household Members: List below the people in the students' household. Include:

- The student.
- The student's spouse, if the student is married.
- The student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2025 through June 30, 2026, even if the children do not live with the student.
- Other people if they now live with the student and the student or spouse provides more than half of the other people's support and will continue to provide more than half of their support through June 30, 2026.

Number in College: Include below information about, any household member who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2025, and June 30, 2026, include the name of the college.

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

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
Missy Jones (example)	*28*	*Spouse*	*Central University*	*Yes*

Student Name: _____ **Student ID Number:** _____

C. Independent Student's Income Information to Be Verified

1. TAX RETURN FILERS

Important Note: The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2023 or had a change in marital status after the end of the 2023 tax year on December 31, 2023.

Instructions: Complete this section if the student and spouse filed or will file a 2023 IRS income tax return(s). The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2023 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

In most cases, for electronic tax return filers, 2023 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the 2023 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2023 paper IRS income tax returns, the 2023 IRS income tax return information is available for the IRS DRT within 8–11 weeks after the 2023 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT.

Check the box that applies:

☐ The student has used the IRS DRT in FAFSA on the Web to transfer 2023 IRS income tax return information into the student's FAFSA.

☐ The student has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2023 IRS income tax return information into the student's FAFSA once the 2023 IRS income tax return has been filed.

☐ The student is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a 2023 IRS Tax Return Transcript(s).

To obtain a 2023 IRS Tax Return Transcript, go to www.IRS.gov and click on the "Get Transcript of YourTax Records" link. Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript." Use the Social Security Number (or the IRS individual taxpayer identification number) and the date of birth of the first person listed on the 2023 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2023 IRS income tax return). In most cases, for electronic filers, a 2023 IRS Tax Return Transcript may be requested from the IRS within 2–3 weeks after the 2023 IRS income tax return has been accepted by the IRS. Generally, for filers of 2023 paper IRS income tax returns, the 2023 IRS Tax Return Transcript may be requested within 8–11 weeks after the 2023 paper IRS income tax return has been received by the IRS.

If the student and spouse filed separate 2023 IRS income tax returns, 2023 IRS Tax Return Transcripts must be provided for both.

☐ Check here if a 2023 IRS Tax Return is provided.

☐ Check here if a 2023 IRS Tax Return will be provided later.

2. TAX RETURN NONFILERS

Instructions: Complete this section if the student and spouse (if married) will not file and are <u>not required</u> to file a 2023 income tax return with the IRS.

Check the box that applies:

☐ The student and spouse were not employed and had no income earned from work in 2023.

☐ The student and/or spouse were 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 is attached. Attach copies of all 2023 IRS W-2 forms issued to the student + spouse 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	2023 Amount Earned	IRS W-2 Attached?
ABC Shipping (example)	*$1,280*	*Yes*

Student Name: _____ **Student ID Number:** _____

D. High School Completion Status

You must submit documentation of high school completion or an equivalent along with this worksheet.
Check the box of the document you will attach to this worksheet:

- ☐ High school diploma or high school transcript including graduation date.
- ☐ A copy of the student's General Educational Development (GED) certificate, an official GED transcript that indicates the student passed the exam, or a state-authorized high school equivalent certificate
- ☐ For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- ☐ Academic transcript of a successfully completed two-year program acceptable for full credit toward a bachelor's degree.
- ☐ For a homeschooled student from a state where state law requires the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
- ☐ For a homeschooled student from a state where state law does not require the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

Student Name: _____ **Student ID Number:** _____

E. Documentation of Identity/Statement of Educational Purpose

In order to complete the Verification process, you will need to appear in person at your postsecondary institution and present your government issued ID (such as a driver's license, military ID, passport, etc.) and this verification worksheet to an institutionally authorized financial aid administrator. Your financial aid administrator will need to validate the statement below at the time of submission by maintaining a copy of your photo ID and by providing a signature and date. ***If you cannot appear in person to submit this worksheet, you will need to provide a copy of your government issued ID and this worksheet notarized by a public notary***.

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational Purpose and
Printed Student's Name

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)

_____ _____ _____ _____
Student's Signature *Date* *Financial Aid Administrator's Signature* Date

Notary's Certificate of Knowledge

State of _____ City/County of _____ On _____

before _____ personally appeared, _____
(Notary's Name) *(printed name of signer)*

And provided to me on basis of satisfactory evidence of identification _____
(Type of government-issued photo ID provided)

To be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal _____ _____
(Notary Signature) *(Date Commission Expires)*

(Seal)

F. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

The student must sign and date this form.

_____ _____
Student's Signature *Date*

_____ _____
Spouse's Signature (optional) *Date*

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the financial aid administrator at your school.

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