

2026–2027 Verification Worksheet – Dependent Student

What is Verification?

Your 2026-2027 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 parent(s) reported on your FAFSA. To verify that you and your parent(s) provided correct information, our financial aid office will compare your 2026-27 FAFSA information with the information on this worksheet along with any other required documents. If there are differences, your 2026-27 FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and upload the form and other required documents to your Self-Service portal. Our financial aid office may ask for additional information. If you have questions about verification, contact our office as soon as possible so that your financial aid will not be delayed.

How to Obtain 2024 Tax Information

Option 1: Request a 2024 IRS Tax Return Transcript

You may obtain a 2024 IRS Tax Return Transcript in one of the following ways:

- Visit the [IRS website to request a 2024 Tax Return Transcript](#) and select “Get Your Tax Record.”
- Call the IRS at **1-800-908-9946** to request a 2024 Tax Return Transcript.

Important:

Do **not** request a Tax Account Transcript. An Account Transcript is not acceptable for verification.

Option 2: Submit a Signed Tax Return

You may submit a signed copy of your 2024 IRS Federal Income Tax Return (Form 1040 or 1040-NR) including all applicable schedules.

If Taxes Were Not Filed in 2024

If your parent(s)/step-parent did not file a 2024 tax return, each parent(s)/step-parent **must** request a 2024 IRS Verification of Non-Filing Letter.

Section A: Dependent Student Information

Student First Name: _____

Student Last Name: _____

Student Middle Initial: _____

Student Street Address (include apartment number if applicable):

City: _____

State: _____

Zip Code: _____

Student ID Number: _____

Student Date of Birth (MM/DD/YYYY): _____

Student Email Address: _____

Student Home Phone Number (include area code): _____

Student Cell or Alternate Phone Number (include area code): _____

Section B: Dependent Student Family Information

List all members of your parent(s)' household. Include the following:

- Yourself and your parent(s), including a stepparent, even if you do not live with them.
- Your parent(s)' other children if:
 - Your parent(s) will provide more than half of their support from July 1, 2026 through June 30, 2027, OR
 - The child would be required to provide parental information if completing a 2026–2027 FAFSA.
 - Include children who meet either condition, even if they do not live with your parent(s).
- Other individuals who currently live with your parent(s) and receive more than half of their support from your parent(s), and will continue to receive that support through June 30, 2027.
- Do not include unborn children.

If additional space is needed, attach a separate page. Write the student's name and student ID number at the top of the additional page.

Full Name	Age	Relationship
<i>Missy Jones (Example)</i>	<i>18 (example)</i>	<i>Sister (example)</i>
		Self

Section C: Student Income Information (Complete Section C1 or C2, not both)

Section C1: Student Tax Return Filers

Complete this section if the student filed or will file a 2024 income tax return with the IRS.

Check the box that applies:

The student used the IRS Direct Data Exchange (FA-DDX) in FAFSA on the Web to transfer their 2024 IRS income tax information into the FAFSA and made no manual changes to the information. (*Our office will use the IRS information that was transferred in the verification process.*)

The student did not, or could not, transfer 2024 IRS income tax information using IRS Direct Data Exchange (FA-DDX) in FAFSA on the Web. *The student will check the appropriate box to indicate which tax document they will submit to the financial aid office.*

Check here if the student is submitting a 2024 tax return transcript from the IRS. (Account Transcript is not an acceptable document for the verification process).

Check here if the student is submitting a signed copy of their 2024 IRS 1040 or 1040-NR form filed with the IRS.

Section C2: Student Tax Return Non-Filers

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 attached copies of all the 2024 IRS W-2 forms issued to the student by employers.

For the table below, list every employer even if they did not issue an IRS W-2 form.

Employer Name	2024 Amount Earned (USD)	W-2 Attached (Yes/No)
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000 (example)</i>	<i>Yes (example)</i>

Section D: Parent Income Information (Complete Section D1 OR D2, not both)

Section D1: Parent(s) Tax Return Filers

Complete this section if the student’s parent(s) filed or will file a 2024 income tax return with the IRS.

Check the box that applies:

The student’s parent(s) used the IRS Direct Data Exchange (FA-DDX) in FAFSA on the Web to transfer their 2024 IRS income tax information into the FAFSA and made no manual changes to the information. *(Our office will use the IRS information that was transferred in the verification process.)*

The student’s parent(s) did not, or could not, transfer 2024 IRS income tax information to the FAFSA using IRS Direct Data Exchange (FA-DDX) in FAFSA on the Web. *The student’s parent(s) will check the appropriate box to indicate which tax document will be submitted to the financial aid office.*

Check here if a 2024 IRS Tax Return Transcript(s) is attached to this worksheet. (Account Transcript is not an acceptable document for the verification process).

Check here if the student’s parent(s) is/are submitting a signed copy of their 2024 1040 or 1040-NR form filed with the IRS.

Section D2: Parent(s) Tax Return Non-Filers

Complete this section if the student’s parent(s) will not file and are not required to file a 2024 income tax return with the IRS.

Parent(s) may be asked to provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2025, indicating a 2024 IRS income tax return was not filed with the IRS or other relevant tax authority.

Check the box that applies:

The parent(s) were not employed and had no income earned from work in the 2024 calendar year.

The parent(s) were employed in 2024 and have listed below the names of all employers, the amount earned from each employer in the 2024 calendar year, and attached copies of all 2024 IRS W-2 forms issued to the parent(s) by employer(s).

List every employer, even if an IRS W-2 form was not issued.

Employer Name	2024 Amount Earned (USD)	W-2 Attached (Yes/No)
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000 (example)</i>	<i>Yes (example)</i>

Section E: Certification and Signatures

Each person signing this worksheet certifies that all the information reported on it is complete and correct. The student and the one parent must sign and date.

Student Signature: _____

Student Signature Date (MM/DD/YYYY): _____

Parent Signature: _____

Parent Signature Date (MM/DD/YYYY): _____

Upload this worksheet to your Self-Service portal. Do not mail this worksheet to the U.S. Department of Education.

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