

## 2025–2026 Verification Worksheet Dependent Student

## A. Dependent Student's Information

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

## **B.** Dependent Student's Family Information

List below the people in your <u>parent(s)</u>' household. Include:

Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).

Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2025, through June 30, 2026, or if the other children would be required to provide parental information if they were completing a FAFSA for 2025–2026. Include children who meet either of these standards, even if they do not live with your parent(s). Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2025.

Include the name of the college for any household member, excluding your parent(s), who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2025, and June 30, 2026. *If more space is needed, attach a separate page with the student's name and Social Security Number at the top.* 

Full Name	Age	Relation hip	College	Will be Enrolled at Least Half Time
Missy Jones (example)	18	Sister	Central University	Yes
		Self		

Student's Name:	dent's Name:SSN:				
Dependent Student's Income Information to Be Verified					
TAX RETURN FILERS— <b>Important Note:</b> If the student filed, or will for contact the financial aid administrator before completing this section.	le, an amended 2023 IRS tax re	eturn, the student must			
astructions: Complete this section if the student, filed or will file a 2023 income tax return with the IRS. The best way to verify acome is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student has not already used the tool, go to AFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to cansfer 2023 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be vailable for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. You need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.					
1. Check the box that applies:					
The student <u>has used</u> the IRS Data Retrieval Tool in FAFSA on th information into the student's FAFSA, either on the initial FAFSA student's school will use the IRS information that was transferred in the	or when making a correction to	023 IRS income the FAFSA. The			
The student <u>has not yet used</u> the IRS Data Retrieval Tool in FAFS transfer 2023 IRS income information into the student's FAFSA o instructions above for information on how to use the IRS Data Retriev verification process until the IRS information has been transferred into	nce the student has filed a 2023 al Tool. The student's school co	IRS tax return. See			
The student is <u>unable or chooses not to</u> use the IRS Data Retrieval to the school a <b>2023 IRS tax return transcript</b> —not a photocopy of					
transcript, go to <u>www.IRS.gov</u> and click on the "get transcript of y to choose the "tax return transcript" and not the "tax account tra information to be available for electronic IRS tax return filers, and	nscript." It takes up to two wee	ks for IRS income			
Check here if the student's IRS tax return transcript is attach	ed to this worksheet.				
Check here if the student's IRS tax return transcript will be su be completed until the IRS tax return transcript has been sub		ater. Verification cannot			
2. TAX RETURN NONFILERS—Complete this section if the student, w return with the IRS.	ill not file and is <u>not required</u> to	o file a 2023 income tax			
Check the box that applies:					
The student was not employed and had no income earned from w	ork in 2023.				
The student was employed in 2023 and has listed below the name each employer in 2023, and whether an IRS W-2 form is attached student by employers. List every employer even if they did not issue a separate page with the student's name and Social Security Number of	. Attach copies of all 2023 IRS in IRS W-2 form. If more space	W-2 forms issued to the			
Employer's Name	2023 Amount Earned	IRS W-2 Attached?			
Suzy's Auto Body Shop (example)	\$2,000.00(example)	Yes(example)			
		<u> </u>			

Student's Name:	SSN:
D. Parent's Income Information to Be Ver instructions and certifications below refer a	<b>rified</b> —Note: If two parents were reported in Section B of this worksheet, the nd apply to both parents.
	te: If the student's parent(s), filed or will file, an <u>amended</u> 2023 IRS tax return ist be contacted before completing this section.
way to verify income is by using the IRS Data already used the tool, the parent and the stu FAFSA Corrections," and navigate to the F determine if the parent(s) is eligible to use t student's FAFSA. It takes up to two weeks f electronic IRS tax return filers, and up to eig	student's parent(s) filed or will file a 2023 income tax return with the IRS. The best ta Retrieval Tool that is part of FAFSA on the Web. If the student's parent(s) has not udent should go to FAFSA.gov, log in to the student's FAFSA record, select "Make Financial Information section of the form. From there, follow the instructions to the IRS Data Retrieval Tool to transfer 2023 IRS income tax information into the for IRS income information to be available for the IRS Data Retrieval Tool for 1815 for paper IRS tax return filers. If you need more information about whether the student's financial aid administrator.
Check the box that applies:	
into the student's FAFSA, either on th	Data Retrieval Tool in FAFSA on the Web to transfer 2023 IRS income information the initial FAFSA or when making a correction to the FAFSA. The student's school will the student's FAFSA to complete the verification process.
information into the student's FAFSA of information on how to use the IRS Data	the IRS Data Retrieval Tool but will use the tool to transfer 2023 IRS income once the parent's IRS tax return has been filed. See instructions above for a Retrieval Tool. The student's financial aid administrator cannot complete erred IRS information into the student's FAFSA.
copy of the parent's 2023 IRS tax return transcript go to www.IRS.gov and click o Make sure you choose the "tax return t Social Security Number, date of birth, o 2022 IRS tax return was filed). It takes	ase the IRS Data Retrieval Tool, and the parent will submit to the student's school a transcript(s) — not photocopies of the income tax return. To obtain an IRS tax return in the "get transcripts of your tax records" link or call 1-800-908-9946. Transcript" and not the "tax account transcript." The parent will need his or her and the address on file with the IRS (normally this will be the address used when the up to two weeks for IRS income information to be available for electronic IRS tax paper tax return filers. If the parents are married, and separate 2023 tax returns were must be submitted for each parent.
Check here if an IRS tax return to	ranscript(s) is attached to this worksheet.
v	cript(s) will be submitted to the student's school later. Verification cannot be a transcript(s) has been submitted to the school.

<ol> <li>TAX RETURN NONFILERS—Complete this section if t 2023 income tax return with the IRS.</li> </ol>	the student's parent(s) will not file and i	s not required to file a
Check the box that applies:		
The parent(s) was not employed and had no income end of the parent(s) was employed in 2023 and has listed be each employer in 2023, and whether an IRS W-2 form parent(s) by employer(s). List every employer even if they separate page with the student's name and Social Securi.	low the names of all the parent's employen is attached. Attach copies of all 2023 of the value of value of the value of	IRS W-2 forms issued to the
Employer's Name	2023 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000.00 (example)	Yes (example)
E. Certification and Signatures		
Each person signing this worksheet certifies that all the information reported on it is complete and correct. The student and one parent must sign and date.	WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.	
Student's Signature	Date	
Parent's Signature	Date	

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

Please keep a copy of this document for your records.