

# Verification – V1 Worksheet

## Independent Student

### FEDERAL STUDENT AID PROGRAMS:

Your application was selected for review in a process called “Verification.” In this process, the Financial Aid Office compares information from your FAFSA application with your and your spouse's (if applicable) financial documents. We are required to review your FAFSA information under financial aid program rules (34 CFR, Part 668). The law says we have the right to ask you for this information before awarding Federal aid. If there are differences between your application information and your financial documents, corrections to your FAFSA may be required.

### Student Information

Last Name:	First Name:	ctcLink ID #:
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**Instructions:** Read this worksheet thoroughly and answer all questions. All sections must be completed before your financial aid can be processed. Financial aid cannot be accepted or disbursed until verification is complete.

In most cases, no further documentation is needed to verify 2023 income information that was transferred to the student's FAFSA form using the IRS Direct Data Exchange tool. If the 2023 income tax information for the student and/or parent contributor(s) could not be transferred, the student and/or parent contributor(s) must submit either a 2023 Tax Return Transcript or a signed copy of the 2023 income tax return to the financial aid office. \*For instructions on how to obtain a Tax Return Transcript, please refer to page 3.

### A. Independent Student's Family Size

Please include the following members of your household in the chart below:

- Yourself
- Your spouse (if applicable)
- Your children (under age 24) if you will provide more than half of their support from July 1, 2025 through June 30, 2026 even if they do not currently live with you.
- Other persons who live with you if you will provide more than half of their support from July 1, 2025 through June 30, 2026. Documentation may be required.

Full Name	Age	Relationship	College Attending 2025-2026
		<i>Self (student)</i>	

\* If more space is needed, provide a separate page with your name and ID number at the top. **NOTE:** We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institution is inaccurate.

## B. Independent Student's Income Information

**1. 2023 Tax Return Filers** – did you, the student, file a 2023 federal tax return?

- ☐ Yes, I used the IRS Direct Data Exchange tool to transfer my 2023 IRS income tax return information on my 2025-2026 FAFSA form.
- ☐ Yes, but I was unable to use the IRS Direct Data Exchange tool to transfer my income tax return information. If you selected this option, please attach your 2023 IRS tax return transcript OR an ink signed copy of my 2023 federal tax return.

**2. 2023 Non-Tax Filers** – complete this section if you, the student, did not file and were not required to file a 2023 federal tax return.

- ☐ I did not file a 2023 Tax Return and did not have earnings in 2023.
- ☐ I did not file a 2023 Tax Return and I am not required to file a 2023 federal tax return.

**If you select this option, list your employer(s) and income earned and attach W-2s or equivalent document. Foreign income earned must be reported, additional documentation may be requested.**

Student Employer	Student Earning/Income
	\$
	\$
	\$

## C. Spouse's Income Information (if applicable)

**1. 2023 Tax Return Filers** – did you, the spouse, file a 2023 federal tax return?

- ☐ Yes, I used the IRS Direct Data Exchange tool to transfer my 2023 IRS income tax return information.
- ☐ Yes, but I was unable to use the IRS Direct Data Exchange tool to transfer my income tax return information. If you selected this option, please attach your 2023 IRS tax return transcript OR a signed copy of your 2023 federal tax return.
- ☐ No, I did not, will not, and was not required to file a 2023 federal tax return. (Please answer question 2.)

**2. 2023 Non-Tax Filers** – complete this section if you did not file and were not required to file a 2023 federal tax return.

- ☐ I did not file a 2023 Tax Return and did not have earnings in 2023.
- ☐ I did not file a 2023 Tax Return and I am not required to file a 2023 federal tax return.

**If you select this option, list your employer(s) and income earned and attach W-2s or equivalent document. Foreign income earned must be reported, additional documentation may be requested.**

Spouse's Employer	Spouse Earning/Income
	\$
	\$
	\$

#### D. Certification & Signatures

I certify that the information provided in this application and other financial aid documents is true and correct to the best of my knowledge. I understand that purposely giving false or misleading information may result in fines, imprisonment, or both.

Student Signature: <i>(Ink Signature ONLY)</i>	Date:
Spouse Signature: <i>(optional) (Ink Signature ONLY)</i>	Date:

A 2023 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by Mail:**  
Go to [www.irs.gov](http://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](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and NOT the "Account Transcript." Follow the instructions to create an ID.me account if you do not already have one. If you need help creating an ID.me account or verifying your identity, visit the ID.me IRS Help Site.
- **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 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

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