2025-2026 Verification Worksheet—V1

Your application is selected by the U.S. Dept. of Education for review in a process called Verification. In this process, we are required by federal law (34 CFR, Part 668) to compare the information from your application with the information provided on this form and with your 2023 tax information (and your spouse's if you are married, or parent (s)' if you are considered dependent for federal aid purposes). **We cannot process your financial aid until verification has been completed, so please provide the required documents as soon as possible.**

Within two weeks you should complete this process:

1. Complete the sections and obtain appropriate signatures.
2. We will compare the information on these documents and make corrections if necessary.
3. Send the completed worksheet and tax transcripts (unless your tax data was transferred from the IRS) to the financial aid office.
4. Contact us if you have questions about this form.

STUDENT INFORMATION

Name_____
(last)   (first)   (mi)

Address _____

_____

Phone #   (_____) _____

Date of Birth _____/_____/_____

FAMILY INFORMATION

Independent Students:

1. List yourself and your spouse if you are legally married.
2. List your children, if you will provide more than half of their support from July 1, 2024 through June 30, 2025.
3. List any other people if they now live with you, and you provide more than half of their support and will continue to do so from July 1, 2025 through June 30, 2026.

Dependent Students:

1. List yourself and your parent(s) (including stepparent) even if you don't live with your parent(s).
   For clarification of which individuals to include as your parent(s), please refer to the FAFSA guidelines found at https://studentaid.gov/apply-for-aid/fafsa/filling-out/parent-info
2. List your parent(s)' other children, even if they do not live with your parent(s) if your parent(s) provide more than 50% of their support from July 1, 2025 through June 30, 2026 or they would have to provide parental information when applying for aid.
3. List other people now living in your parent(s)' household who your parent(s) provide more than 50% of their support and who your parent(s) will continue to provide more than 50% support between July 2, 2025 through June 30, 2026

Write the names of all household members, including yourself, *as defined.* For any household member who will be attending college, enrolled in a degree, diploma, or certificate program for at least ½ time between July 1, 2024 and June 30, 2025, please include the name of the college. (If you need more space, attach a separate page.)

Full Name	Age	Relationship	College (attending July 1, 2025—June 30, 2026)
Example: Martha Jones	*22*	*Sister*	*Anywhere Tech*
		Self	KCAI

TAX FORMS AND INCOME INFORMATION

Check One:	If Student:	Submit Requested Information and Documents:
	No Income in 2023 and did not file a 2023 Tax Return	By selecting this option, you are verifying that the student had zero wages/income in 2023
	Earned wages/income in 2023 but did not file a 2023 Tax Return	1. Submit copies of Student's 2023 W-2s or a Wage and Income Transcript form the IRS (IRS.gov) 2. If no W-2s were provided, List source and amount earned from student's work: _____ \$_____ _____ \$_____ _____ \$_____ 3. **INDEPENDENT** Students Must Submit IRS Non-Tax Filer or Statement of Non-Tax Filing Transcript from the IRS.
	Filed a 2023 Foreign Tax Return or had a foreign income in 2023	1. Submit an English Translation of the foreign tax forms. If student filed a Puerto Rican tax return, provide signed copy of student's 2023 Individual Income tax return (does not need to be translated)
	Filed a 2023 Amended Tax Return and my tax data failed to transfer from the IRS	1. Submit a signed copy of the student's 2023 amended Federal Tax Return (IRS Form 1040-X) AND 2. Submit Student's 2023 IRS Tax Return Transcript
	Filed a 2023 Amended Tax Return and my tax data transferred from the IRS successfully	1. Submit a signed copy of the Student's 2023 amended Federal Tax Return (IRS Form 1040-X)
	Filed a 2023 Tax Return and my tax data failed to transfer from the IRS	1. Submit Student's 2023 IRS Tax Return Transcript
	Filed a 2023 Tax Return and Used the FA-DDX process to transfer IRS data to the FAFSA	1. No additional income documents are needed at this time

Check One:	If Parent (s):	Submit Requested Information and Documents:
	No Income in 2023 and did not file a 2023 Tax Return	By selecting this option, you are verifying that the parent had zero wages/income in 2023
	Earned wages/income in 2023 but did not file a 2023 Tax Return	1. Submit copies of Parent (s') 2023 W-2s or a Wage and Income Transcript form the IRS (IRS.gov) 2. If no W-2's were provided, List Source and Amount earned from Parent (s) work: _____ \$_____ _____ \$_____ _____ \$_____ 3. Submit IRS Non-Tax Filer or Statement of Non-Tax Filing for the Parent from the IRS.
	Filed a 2023 Foreign Tax Return or had a foreign income in 2023	1. Submit an English Translation of the foreign tax forms. If Parent filed a Puerto Rican tax return, provide signed copy of Parent (s)' 2023 Individual Income tax return (does not need to be translated)
	Filed a 2023 Amended Tax Return and my tax data failed to transfer from the IRS	1. Submit a signed copy of the Parent (s') 2023 amended Federal Tax Return (IRS Form 1040-X) AND 2. Submit Parent (s') 2023 IRS Tax Return Transcript
	Filed a 2023 Amended Tax Return and my tax data transferred from the IRS successfully	1. Submit a signed copy of the Parent (s') 2023 amended Federal Tax Return (IRS Form 1040-X)
	Filed a 2023 Tax Return and my tax data failed to transfer from the IRS	1. Submit Parent (s') 2023 IRS Tax Return Transcript
	Filed a 2023 Tax Return and Used the FA-DDX process to transfer IRS data to the FAFSA	1. No additional income documents are needed at this time

SIGN THIS WORKSHEET

By signing this worksheet, I (we) certify that all the information reported on this worksheet is complete and correct. If dependent, at least one parent must sign. **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 (dependent only)   Date