

Office of Financial Aid
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Defiance, OH 43512
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DC Office Use Only	DATE
PIRS	_____
SIRS	_____
Contacted	_____
Completed	_____

2025-2026 Verification Worksheet

The U.S. Department of Education selected your financial aid application for a review in a process called verification. Verification is a process in which the Financial Aid Office determines the accuracy of the information provided on the FAFSA. Please provide the following information:

A. Student Information:

_____	_____
Student Name	Social Security Number
_____	_____
Email Address	Phone Number

B. Family Information:

Dependent Students: List the people in your parents' household below.

- *The student, the student's parents*, even if the student is not living with them. Exclude a parent who has died or is not living in the household because of separation or divorce. Include a parent who is on active duty in the U.S. Armed Forces apart from the family.
- The student's siblings if the following are true:
 - They live with the student's parents (or live apart because of college enrollment)
 - They receive more than half of their support from the student's parents, and
 - They will continue to receive more than half their support from the student's parents during the award year.
- Other Persons if the following:
 - They live with the student's parents,
 - They receive more than half of their support from the student's parents, and
 - They will continue to receive more than half their support from the student's parents during the award year.

The provided criteria for "dependent children" or "other persons" align with the requirement that family size align with whom the parent could claim as a dependent on a U.S. tax return if the parent were to file a U.S. tax return at the time of completing the 2025-2026 FAFSA. As a result, the parent should not include any unborn children in the family size.

Independent Students: List the people in your household below.

- Student, student's spouse, if married
- The student's siblings if the following are true:
 - They live with the student (or live apart because of college enrollment)
 - They receive more than half of their support from the student, and
 - They will continue to receive more than half their support from the student during the award year.
- Other Persons if the following:
 - They live with the student
 - They receive more than half of their support from the student, and
 - They will continue to receive more than half their support from the student during the award year.

The provided criteria for "dependent children" or "other persons" align with the requirement that family size align with whom the parent could claim as a dependent on a U.S. tax return if the parent were to file a U.S. tax return at the time of completing the 2025-2026 FAFSA. As a result, the parent should not include any unborn children in the family size.

Family Household

Full Name	Age	Relationship
		Student

C. Tax Information

Consent to Federal Tax Information on the 2025-2026 FAFSA application.

- Yes, I provided consent to Federal Tax Information on my 2025-2026 FAFSA application.
- Yes, my parent or parents provided consent to Federal Tax Information on my 2025-2026 FAFSA Application,
- Yes, my spouse (if applicable) provided consent to Federal Tax Information on the 2025-2026 FAFSA application.

Non-Filer

- No, I did not file a 2023 Federal Tax Return. Please list the sources and amounts of any earned income received in 2023 even if the employer did not issue an IRS W-2 Form. (Attach copies of W-2 forms)
- No, my parents did not file a 2023 Federal Tax Return. Please list the sources and amounts of any earned income received in 2023 even if the employer did not issue an IRS W-2 Form. (Attach copies of W-2 forms)
- No, my spouse (if applicable) did not file a 2023 Federal Tax Return. Please list the sources and amounts of any earned income received in 2023 even if the employer did not issue an IRS W-2 Form. (Attach copies of W-2 forms)

Name of Non- Filer	Employer’s Name	Annual Amount Earned in 2023
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Consent of Tax Information Not Provided on the 2025-2026 FAFSA application

- I was not able to provide consent to Federal Tax Information on my 2025-2026 FAFSA application
- My parent was not able to provide consent to Federal Tax Information on my 2025-2026 FAFSA application
- My spouse (if applicable) was not able to provide consent to Federal Tax information on the 2025-2026 FAFSA application.

If 2023 income tax return information for the student, parent or spouse (if applicable) was not available or consent could not be use on the 2025-2026 FAFSA, a **2023 IRS Tax Return Transcript must be submitted to verify income.**

Get Transcript by Mail – Go to 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, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and NOT the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.

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.

Certification and Signatures:

Each person signing this worksheet certifies that all information reported is complete and correct.

D. Signatures (Electronic signatures not acceptable)

Student Signature _____ Date _____

Parent 1 Signature (if dependent) _____ Date _____

Parent 2 Signature (if dependent and on the FAFSA) _____ Date _____

Student Spouse (If applicable) Signature _____ Date _____

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