



A Graduate School of Education, Health & Psychology

2025-2026 Income Verification Worksheet for Federal Student Aid Programs

Your 2025-2026 Free Application for Federal Student Aid (FAFSA) was selected for federal verification. This is a process where the U.S. Department of Education confirms the accuracy of information provided on your FAFSA, and this information must be confirmed before any student aid is awarded. To verify that you provided accurate information, we will compare your FAFSA with the information on this worksheet and with any other required documentation. Please complete this worksheet, attach any required documents, and return your paperwork to the Office of Financial Aid.

Part I: Student Information

_____ Last Name, First Name, M.I.	_____ TCID Number	_____ Telephone Number (include area code)
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Part II: Family Size

Please list your family size in the fields below. Your family size includes the following:

- The student.
- The student's spouse, if applicable.
- The student's dependent children if all of 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 are true:
 - 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" mirror the requirement that family size aligns with those the student could claim as a dependent on a U.S. tax return if the student were to file a U.S. tax return at the time of completing the 2025-2026 FAFSA. As a result, the student should not include any unborn children in the family size.

If more space is needed, please provide page with the student's name and ID number at the top.

Full Name	Age	Relationship
		Self

Part III: Verification of 2023 Income Information for Student Tax Filers

Important Note: The instructions below apply to the student and spouse (if the student is married). Notify the financial aid office if the student and spouse filed separate IRS income tax returns for 2023 or had a change in marital status after December 31, 2023.



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Student Name: _____ **TCID:** _____

Instructions: Complete this section if the student and spouse filed or will file a 2023 IRS income tax return(s). As part of Federal student aid eligibility, students, and spouses (as appropriate), will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the student and spouse filed separate 2023 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. In most cases, no further documentation is needed to verify 2023 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS via the FA-DDX.

If 2023 income tax return information for the student (or spouse, if applicable) was not transferred via FA-DDX and considered verified, the student should provide the institution with a **2023 IRS Tax Return Transcript(s) or a signed copy of the 2023 income tax return and applicable schedules.**

- ☐ A **2023 IRS Tax Return Transcript** may be obtained through:
- **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.” 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](https://www.id.me/irs).
 - **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.
- ☐ **Individuals Granted a Filing Extension by the IRS:** An individual who is required to file a 2023 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for the tax year 2023 must provide:
- A signed statement listing the sources of any 2023 income and the amount of income from each source;
 - A copy of the IRS’s approval of an extension beyond the automatic six-month extension for tax year 2023;
 - A copy of IRS Form W-2 for each source of employment income received or an equivalent document for tax year 2023; **AND**
 - If self-employed, a signed statement certifying the amount of the individual’s adjusted gross income (AGI) and the U.S. income tax paid for tax year 2023.
- ☐ **Individuals Who Filed an Amended IRS Income Tax Return:** An individual who filed an amended IRS income tax return for tax year 2023 must provide a signed copy of the 2023 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS or documentation from the IRS that includes the change(s) made by the IRS, in addition to one of the following:
- Income and tax information from the IRS on an ISIR record with all tax information from the original tax return;



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Student Name: _____ TCID: _____

- A **2023 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **OR**
- A signed copy of the 2023 IRS Form and the applicable schedules that were filed with the IRS.

☐ **Individuals Who Were Victims of IRS Tax-Related Identity Theft:** An individual who was the victim of IRS tax-related identity theft must provide:

- A copy of the signed 2023 income tax return and applicable schedules the individual filed with the IRS, or an equivalent document provided by the IRS; **AND**
- An IRS 4674C letter (a letter from the IRS acknowledging the identity theft) or a statement signed and dated by the tax filer indicating that they were a victim of IRS tax-related identity theft, and the IRS is aware of it.

☐ **Individuals Who Filed Non-IRS Income Tax Returns:**

- A tax filer who filed an income tax return with a tax authority other than the IRS may provide a signed copy of their income tax return that was filed with the relevant tax authority. However, if the institution questions the accuracy of the information on the signed copy of the income tax return, the tax filer must provide the institution with a copy of the tax account information issued by the relevant tax authority before verification can be completed.

Part IV: Verification of 2023 Income Information for Student Non-Tax Filers

The instructions and certifications below apply to the student and spouse (if the student is married).

Complete this section if the student and spouse will not file and are not required to file a 2023 income tax return with the IRS.

By completing this document, I certify that I have not filed and am not required to file a 2023 income tax return, and I have listed all income earned from work, other income, and resources for the 2023 tax year.

Also check any box that applies below:

- ☐ My spouse and I were not employed and had no income earned from work in 2023.
- ☐ My spouse and/or I were employed in 2023 and have listed below the names of all employers, the amount earned from each employer in 2023, and there an IRS W-2 form or an equivalent document is provided. Provide copies of all 2023 IRS W-2 forms issued to you and your spouse. List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, provide a separate page with your name and ID number at the top.

Employer's Name	IRS W-2 (or an equivalent document) Provided?	Annual Amount Earned in 2023
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned from Work		\$



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Student Name: _____ TCID: _____

- ☐ My spouse and/or I had other income and resources that supported us for the 2023 tax year. List each source of income in the table below. If more space is needed, provide a separate page with your name and ID number at the top.

Source of Income	Annual Amount in 2023
<i>(Example) Rental property</i>	<i>\$4,500.00</i>
Total Amount of Income	\$

Part V: Certification and Signature

Each person signing below certifies that all of the verification documents submitted with this certification are complete and correct.

Print Student's Name

Student's TCID Number

Student's Signature (Required)

Date

Spouse's Signature (Optional)

Date

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.