

# 2025–2026 Verification Worksheet: V1 IND



Your FAFSA was selected by the U.S. Department of Education for a review process called “Verification.”  
“Verification” is a federal process which must be completed before your financial aid can be finalized.

## Independent Student’s Information

Student Last Name Student First Name Student M.I.

Student Cairn ID (If unknown use Social Security Number)

Student Street Address (include apt. no.)

Student Date of Birth

City State Zip Code

Student Cell Phone Number

## Family Size Information:

- List **yourself** (the student) below.

Full Name	Age

- If MARRIED, list **your spouse** below. If your spouse will be attending college **AND** enrolled in a degree or certificate program at least half-time between July 1, 2025 and June 30, 2026, provide the name of the college.

Full Name	Age	College	Will be Enrolled at Least Half Time (yes/no)

- List **your children** below if you will provide more than half of their support from July 1, 2025 through June 30, 2026.
- List **other people only** if they now live with you **AND** get more than half of their support from you, **AND** will continue to get this support from July 1, 2025 through June 30, 2026.

Full Name	Age	Relationship	College*	Will be Enrolled at Least Half Time

- \*For those listed above who will be attending college **AND** enrolled in a degree or certificate program at least half-time between July 1, 2025 and June 30, 2026, provide the name and state of the college. DO NOT include dual-enrollment for high school students.

Attach a separate sheet if you need more space for additional household members.

## Tax Return Information:

Both student and spouse must provide 2023 Federal tax information to complete verification. This may be provided by using the IRS FUTURE Act Direct Data Exchange (FA-DDX) tool when completing the 2025-26 FAFSA. If you are unable to use the FA-DDX, please request a 2023 IRS Tax Return Transcript from [www.irs.gov/individuals/get-transcript](https://www.irs.gov/individuals/get-transcript).

(over)

**STUDENT** (If you are married and file taxes jointly please complete)

Did you File taxes for 2023? If yes complete below, if no complete the “Non-tax filer” section

**Tax Filer information (check one) -**

- \_\_\_ I used the FUTURE Act Direct Data Exchange (FA-DDX) tool to add my 2023 tax information to my FAFSA.
- \_\_\_ I will update my FAFSA using the FA-DDX tool.
- \_\_\_ If you are unable to use the FA-DDX tool, please request a 2023 IRS Tax Return Transcript from [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript) and provide a copy to the Financial Aid Office.  
NOTE: Please request the **Tax Return Transcript** and **not** the Tax Account Transcript.
- \_\_\_ **OTHER:** Check here ☐ if you **amended** your tax return or check here ☐ if you **will be** filing your 2023 taxes

**For Non-tax filer information (check one) -**

- \_\_\_ I was not employed in 2023 and had no income earned from work in 2023. Please provide a “Verification of Non-Filing Letter” (see below).
- \_\_\_ I worked but was not required to file a 2023 Federal Tax Return; submit copies of W2 statement(s) from employer(s), and a “Verification of Non-Filing Letter” (see below).
- Request a transcript of “**Verification of Non-Tax Filing Letter**” from the IRS [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript) dated on or after October 1, 2023 indicating that a 2023 IRS income tax return was not filed.
  - Complete the section below and attach W-2s.

Employer’s Name	2023 Amount Earned	IRS W-2 Attached?
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

**SPOUSE** (If married filing taxes jointly, skip this section and go to the Certification section below):

Did you File taxes for 2023? If yes complete below, if no complete the “non-tax filer” section

**Tax Filer information (check one) -**

- \_\_\_ Please request a 2023 IRS Tax Return Transcript from [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript) and provide a copy to the Financial Aid Office.  
NOTE: Please request the **Tax Return Transcript** and **not** the Tax Account Transcript.
- \_\_\_ **OTHER:** Check here ☐ if you **amended** your tax return, check here ☐ if you **will be** filing your 2023 taxes

**For non-tax filer information (check one) -**

- \_\_\_ I did not work in 2023. *I was not employed in 2023 and had no income earned from work in 2023.* Please provide a “Verification of Non-Filing Letter” (see below).
- \_\_\_ I worked but was not required to file a 2023 Federal Tax Return; submit copies of W2 statement(s) from employer(s), and a “Verification of Non-Filing Letter” (see below).
- Request a transcript of “**Verification of Non-Tax Filing Letter**” from the IRS [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript) dated on or after October 1, 2023 indicating that a 2023 IRS income tax return was not filed.
  - Complete the section below and attach W-2s.

Employer’s Name	2023 Amount Earned	IRS W-2 Attached?
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

**CERTIFICATION:**

Each person signing this form certifies that all the information reported on it is complete and correct. The student must sign this worksheet. If married, the spouse’s signature is optional.

\_\_\_\_\_  
Student Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Spouse Signature\_\_\_\_\_  
Date

**WARNING: If you purposefully give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.**  
*You should make a copy of this worksheet for your records.*