



FINANCIAL AID OFFICE

2025-2026 DEPENDENT VERIFICATION WORKSHEET

The Department of Education has selected your 2025-20256 Free Application for Federal Student Aid (FAFSA) for a review process called verification. Financial Aid processing will be paused until all requested items have been submitted, reviewed and approved.

Please complete this worksheet in full, with a student and parent signature. You must provide supporting documents, as requested. If there are differences between your FAFSA application and the information provided on this form, the Financial Aid office will make the necessary corrections on your FAFSA.

1. **STUDENT NAME:** **FMU ID#:**
STUDENT ADDRESS:
CITY: **STATE:** **ZIP:**
SUDENT EMAIL ADDRESS: **PHONE:**

2. **Check the Box that applies:**

- The parent(s) did not file taxes for 2023. (Please complete the Non-Tax Filer Statement)
- The student/parent(s) has used the IRS Data Retrieval Tool (DRT) via FAFSA on the web to transfer 2023 IRS Income tax return information into the student's FAFSA.
- The student/parent(s) is unable or chooses not to use the IRS DRT via FAFSA on the web and instead will provide the institution with a 2023 IRS Tax Return Transcript (s) or a signed copy of the 2023 income tax return and applicable schedules.

3. **Household Members:** List below the people in the student's household. Include:

- The student.
- The parent(s) if student is unmarried
- All children for which the parent will provide more than half of the children's support from July 1, 2025, through June 30, 2026, even if a child does not live with the student/parent(s).
- Other people, if they now live with the student/parent(s) the parent provides more than half of the other person's support and will continue to provide more than half of that person's support through June 30, 2025.
- Number in College: list any household member who is, or will be, enrolled at least half-time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2025, and June 30, 2026, and include the name of the college

Please allow 10 business days for processing of all forms submitted

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

Full Name	Age	Relationship	College	Will be enrolled at least half time (Y or N)
		<i>self</i>		

A 2023 IRS Tax Return Transcript may be obtained through:

- Get Transcripts by Mail – Go to www.irs.gov, click “Get Your Tax Record.” Click “Get Transcripts 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 Transcripts 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.

NOTE: If you filed taxes in 2023 separate from your spouse, you must provide both IRS income tax returns, the IRS DRT cannot be used and the 2023 IRS Tax Return Transcript(s) or a signed copy of the 2023 income tax return and applicable schedules must be provided for each.

STUDENT Signature: _____ Date: _____

PARENT Signature: _____ Date: _____

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