



## 2025-2026 Dependent Student Verification Worksheet

Your 2025-2026 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected.

You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at the campus you attend. ETBU may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

### A. Student's Information

Student's Last Name      Student's First Name      Student's M.I.

Student ID Number

Street Address (include apt. no.)

Date of Birth

City      State      Zip Code

Email Address

Home Phone Number (include area code)

Alternate or Cell Phone Number

### B. Family Size

#### Family Includes:

- 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 are true: 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.

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

#### List Family (Defined above)

Full Name	Age	Relationship to Student
		Self

C. Dependent Student's Income Information

☐ I filed a 2023 Tax Return select option below

☐ I transferred information directly from IRS to the FAFSA.

☐ I had to hand enter my Income information and was not able to transfer director from the IRS.

- Must provide either:
- 1. A signed copy of the 2023 income tax return with schedules.
  - 2. OR obtain a tax transcript from the IRS.

How to Request a Tax Transcript and Proof of Non-filing

- Get Transcript by MAIL – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Automated Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T  
This form can be used to obtain a Tax Transcript or Proof of Non-filing.

☐ I did not file a 2023 Tax Return.

Complete section below.

Check the box that applies:

☐ I was not employed and had no income earned from work in 2023.

☐ I was employed in 2023 and have completed the Table below.

Provide copies of all 2023 IRS W-2s. List every employer even if the employer did not issue an IRS W-2 form.

Sources of 2023 Income		
Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2023
Total Amount of Income Earned from Work		\$

## D. Parent(s) Household Income Information

☐ My parent(s) filed a 2023 Tax Return

select an option below

☐ Transferred information directly from IRS to the FAFSA.

☐ Hand entered parent Income information and was not able to transfer director from the IRS.

Must provide either:

3. A signed copy of the 2023 income tax return with schedules.
4. OR obtain a tax transcript from the IRS.

### How to Request a Tax Transcript and Proof of Non-filing

- Get Transcript by MAIL – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Automated Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T  
This form can be used to obtain a Tax Transcript or Proof of Non-filing.

☐ My parent(s) did not file a 2023 Tax Return

You must provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2023 that indicates a 2023 IRS income tax return was not filed with the IRS or other relevant tax authority. See box to the left on How to Request a Tax Transcript or Proof of Non-filing.

\_\_\_\_ Check here if the IRS Proof of Non-filing is attached.

\_\_\_\_ Check here if IRS Proof of Non-filing **CANNOT** be obtained. You must complete the Verification Statement on Non-filing below and list sources of income. Attach a copy of Form 4506-T.

### Verification of Non-filing Statement 2023

I \_\_\_\_\_ certify that I was not required to file a 2023 Tax Return. I have attempted to obtain proof of my Non-filing status from the IRS, but was unable to obtain the required documentation.

\_\_\_\_\_  
Signature of Non-filer  
Student

\_\_\_\_\_  
Relationship to  
Student

### Sources of 2023 Income

<i>Employer's Name</i>	<i>IRS W-2 or an Equivalent Document Provided?</i>	<i>Annual Amount Earned in 2023</i>
<i>Total Amount of Income Earned from Work</i>		\$

Complete section below.

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student ID#

\_\_\_\_\_  
Student Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (Required)

\_\_\_\_\_  
Date

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