

Verification Worksheet — 2025-2026

Dependent Student

A. Student Information

Student _____ Valley ID # V00 _____

The Office of Student Financial Aid and Scholarships is verifying the information you provided on the Free Application for Federal Student Aid (FAFSA). In order to complete the verification process and to determine your eligibility for federal student aid, these questions must be answered correctly and completely. **No financial aid may be disbursed without the requested information. Return this form to the Office of Student Financial Aid and Scholarships within 30 days.**

B. Family Information

List each family member in the chart below if they meet the criteria to be included in Family size as defined by the 2025-2026 FAFSA. Family size includes the following:

- The student.
- The student's parents (or stepparent, if applicable), 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 all of 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" mirror the requirement that family size align 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, provide a separate page with the student's name and Valley ID number at the top.

Full Name	Age	Relationship	Name of College
1.		Self/Student	Kalamazoo Valley Community College
2.			
3.			
4.			

C. Asset Information

- Answer each question based on the date you initially filed the 2025-2026 FAFSA.
- **If the answer is zero or the question does not apply, enter 0.** Net worth means current value minus debt. If the net worth is negative, enter 0

Asset	Student Amount	Parent(s) Amount
Total of cash, savings, and checking accounts. Do not include student financial aid	\$	\$
Net worth of investments, including real estate. Do not include the home the student lives in.	\$	\$
Net worth of businesses and investment farms	\$	\$

D. Student Tax and Income Information

2023 Tax Filing Status. Please indicate tax filing status for you, the student.

☐ **2023 Tax Filer**

- ☐ I did use, or will use, the IRS Direct Data Exchange when completing the FAFSA.
- ☐ Have provided or will provide my signed 2023 Federal Tax Return with Schedule(s) 1, 2, or 3.

☐ **2023 Non-tax Filer.**

- ☐ I did not have work earnings in 2023 and I have either attached a copy of my IRS Verification of Non-Tax Filing.
- ☐ I had work earnings but was not required to file and I have attached or will attach copies of my 2023 W-2's or wage transcripts and have attached a copy of my IRS Verification of Non-Tax Filing.

☐ **Parent Tax and Income Information**

2023 Tax Filing Status. Please indicate tax filing status for parent(s) (or parent and stepparent, if applicable).

One parent listed on 2025-2026 FAFSA, and ☐ did file a 2023 IRS income tax return; or ☐ did not file

Two parents or parent & stepparent on 2025-2026 FAFSA and both ☐ did file a 2023 IRS income tax return; or ☐ did not file

Two parents or parent & stepparent on 2025-2026 FAFSA, ☐ one filed 2023 IRS income tax return and one non-tax filer

2023 Tax Filers. Select one:

- ☐ **Two parents or a parent & stepparent were listed on FAFSA and both did file 2023 IRS income tax return; or**
- ☐ **Two parents or a parent & stepparent were listed on FAFSA, but only one parent filed 2023 IRS income tax return**
 - ☐ Parent/Step-parent did use, or will use, the IRS Direct Data Exchange when completing the FAFSA and did not change the imported data.
 - ☐ Have provided or will provide my signed 2023 Federal Tax Return with Schedule(s) 1, 2, or 3.

2023 Non-tax Filers. Select one: ☐ **Parent** ☐ **Parent and Parent Spouse, or** ☐ **Parent Spouse only**

- ☐ Did not have work earnings in 2023 and I have either attached a copy of my IRS Verification of Non-Tax Filing or the KVCC Non-Tax Filing Statement.
- ☐ Had work earnings but was not required to file and I have attached or will attach copies of my 2023 W-2's or wage transcripts and have attached a copy of my IRS Verification of Non-Tax Filing.

Instructions for 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.

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 the 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.
- 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.

Instructions for Non-Tax Filers

The student and spouse (if the student is married) will need to complete the Verification of 2023 Income Information for Non-tax Filers if the student and/or spouse will not file and are not required to file a 2023 income tax return with the IRS.

E. Certification and Signature

Each person signing below certifies that all of the verification documents submitted with this certification are complete and correct. The student and at least one parent must sign. Electronic or typed signatures are **not** acceptable.

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

Student Signature _____

Date _____

Parent Signature _____

Date _____