

## Verification Worksheet — 2025-2026

## Independent 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 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 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 student was married and has spouse information on the 2025-2026 FAFSA, enter the combined amounts held by the student and their spouse.
- **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
- Refer to for more information on assets

ASSET	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/Spouse Tax and Income Information

**2023 Tax Filing Status.** Please indicate tax filing status for you, the student. If you are married and your spouse's information is included on your FAFSA, please also indicate the tax filing status for your spouse.

**2023 Tax Filers. Select one:** ☐ **Student only;** or if applicable ☐ **both student and spouse,** or ☐ **spouse only**

- ☐ 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 Filers. Select one:** ☐ **Student only;** or if applicable ☐ **both student and spouse,** or ☐ **spouse only**

- ☐ Did not have work earnings in 2023 and I have either attached a copy of my IRS Verification of Non-Tax Filing.
- ☐ 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 the student's (or spouse's, if applicable) 2023 income tax return information 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 its **applicable schedules**.

A **2023 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by Mail – Go to [www.irs.gov](http://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](http://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

By signing below, I certify that all of the verification documents submitted with this certification are complete and correct. 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** \_\_\_\_\_