



2025-2026 Verification Worksheet

Tracking Group VI

Priority Dates: Fall—June 1 | Spring – December 1 | Summer – May 1

ALL FORMS MUST BE COMPLETED IN BLACK INK OR TYPED. ALL INITIALS AND SIGNATURES MUST BE IN INK.

LAST NAME:		FIRST:		STUDENT ID #:	
DATE OF BIRTH:		STREET ADDRESS:			
PHONE:		CITY:	STATE:	ZIP:	
<input type="checkbox"/> BLUE RIVER	<input type="checkbox"/> LONGVIEW	<input type="checkbox"/> MAPLE WOODS	<input type="checkbox"/> ONLINE	<input type="checkbox"/> PENN VALLEY	

Federal Regulations & Guidelines

Your 2025–2026 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called **verification**. Metropolitan Community College (MCC) is required by Federal Regulations ([34 CFR. § 668.54](#)) to compare the information reported on your FAFSA, the information on this worksheet, and required supplemental documentation. If there are differences between the information on your application and the provided verification information, you and/or MCC may be required to make corrections to your FAFSA. The Verification process must be completed before awarding Federal Student Aid. If additional information is required after initial review, you will receive an email notification to your MCC student email.

Family Size Information

Indicate your dependency status as determined by the FAFSA and complete the Family Size table below. **Please note: The Family Size (formerly Household size) definition of who to be included has changed.** The provided criteria for “dependent children” or “other persons” satisfy the requirement that family size aligns with whom 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.

<input type="checkbox"/> Dependent Student In the table below, list the following individuals: → Yourself (the student). → Your parent(s), even if you do not live with them, including step-parent if your custodial (primary) parent is married to someone other than your non-custodial parent. <i>*Same parent(s) who met contributor criteria on FAFSA.</i> → Your parent(s) other child(ren) and dependent(s) if they do and will continue to provide over 50% of their support through June 30, 2026 or if the other children would be required to provide parental information if they were completing a FAFSA for 2025–2026. Dependents other than parent(s) child(ren) must reside in parent(s) household.	<input type="checkbox"/> Independent Student In the table below, list the following individuals: → Yourself (the student). → Your spouse, if applicable. → Your and your spouse’s child(ren) and dependent(s) if you do and will continue to provide over 50% of their support through June 30, 2026. Dependents other than child(ren) must reside in student’s household.
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Household Member’s Full Name	Age	Relationship to student	Attending any MCC campus/online between July 1, 2025, to June 30, 2026? (Yes or No)
		Self	Yes

Income Information for 2023 Calendar Year (January 1, 2023 through December 31, 2023)

Student Income (and Spouse, if applicable)			Parent(s)' Income (If student is dependent)																										
X	Mark only the applicable box(es) below		X	Mark only the applicable box(es) below																									
<p>Student Tax filers – Check this box if you (and/or your spouse) have/will file a 2023 tax return with the IRS. Indicate below how that information is/will be provided. If the student and spouse filed separate returns, both must submit 2023 signed tax returns or transcripts.</p> <p>Student X-----Mark applicable box(es)-----X Spouse</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td>Used FA-DDX</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Tax Return Transcript (See page 3)</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Signed Tax Return (with Schedules 1, 3, and C/F, if applicable)</td> <td><input type="checkbox"/></td> </tr> </table>			<input type="checkbox"/>	Used FA-DDX	<input type="checkbox"/>	<input type="checkbox"/>	Tax Return Transcript (See page 3)	<input type="checkbox"/>	<input type="checkbox"/>	Signed Tax Return (with Schedules 1, 3, and C/F, if applicable)	<input type="checkbox"/>	<p>Parent Tax filers – Check this box if parent(s) have/will file a 2023 tax return(s) with the IRS. Indicate below how that information is/will be provided. If the parents filed separate returns, both parents must submit 2023 signed tax returns or transcripts.</p> <p>Parent 1 X-----Mark applicable box(es)-----X Parent 2</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td>Used FA-DDX</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Tax Return Transcript (See page 3)</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Signed Tax Return (with Schedules 1, 3, and C/F, if applicable)</td> <td><input type="checkbox"/></td> </tr> </table>			<input type="checkbox"/>	Used FA-DDX	<input type="checkbox"/>	<input type="checkbox"/>	Tax Return Transcript (See page 3)	<input type="checkbox"/>	<input type="checkbox"/>	Signed Tax Return (with Schedules 1, 3, and C/F, if applicable)	<input type="checkbox"/>						
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<p>Student – Employed but did not file. Check this box, submit 2023 W-2 form(s), fill out the chart below, and sign page 3. If you are an Independent student and would have filed a tax return with a foreign tax authority, you must also submit a verification of non-filing letter. See page 3. <i>By checking this box, I (student) certify that I was employed in 2023 but did not file, will not file, and am not required to file a 2023 income tax return with the IRS.</i></p> <table border="1"> <tr> <td>Employer Name:</td> <td>Total 2023 Earnings:</td> <td>W-2 Provided? If not, why?</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>			Employer Name:	Total 2023 Earnings:	W-2 Provided? If not, why?										<p>Parent 1 – Employed but did not file. Check this box, submit 2023 W-2 form(s), fill out the chart below, and sign page 3. If Parent 1 would have filed a tax return with a foreign tax authority, you must also submit a verification of non-filing letter. See page 3. <i>By checking this box, I (Parent 1) certify that I was employed in 2023 but did not file, will not file, and am not required to file a 2023 income tax return with the IRS.</i></p> <table border="1"> <tr> <td>Employer Name:</td> <td>Total 2023 Earnings:</td> <td>W-2 Provided? If not, why?</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>			Employer Name:	Total 2023 Earnings:	W-2 Provided? If not, why?									
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<p>Spouse - Employed but did not file. Check this box, submit 2023 W-2 form(s), fill out the chart below, and sign page 3. If spouse would have filed a tax return with a foreign tax authority, they must also submit a verification of non-filing letter. See page 3. <i>By checking this box, I (spouse) certify that I was employed in 2023 but did not file, will not file, and am not required to file a 2023 income tax return with the IRS.</i></p> <table border="1"> <tr> <td>Employer Name:</td> <td>Total 2023 Earnings:</td> <td>W-2 Provided? If not, why?</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>			Employer Name:	Total 2023 Earnings:	W-2 Provided? If not, why?										<p>Parent 2 – Employed but did not file. Check this box, submit 2023 W-2 form(s), fill out the chart below, and sign page 3. If Parent 2 would have filed a tax return with a foreign tax authority, you must also submit a verification of non-filing letter. See page 3. <i>By checking this box, I (Parent 2) certify that I was employed in 2023 but did not file, will not file, and am not required to file a 2023 income tax return with the IRS.</i></p> <table border="1"> <tr> <td>Employer Name:</td> <td>Total 2023 Earnings:</td> <td>W-2 Provided? If not, why?</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>			Employer Name:	Total 2023 Earnings:	W-2 Provided? If not, why?									
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Student Name: _____

Student ID #: _____

Certification and Signatures

By signing below, I certify that the information provided on this worksheet and the required attached documentation is true, complete, and correct to the best of my knowledge. I understand that if I purposely provide false or misleading information I may be fined, sent to prison, or both. The student and one parent whose information was reported on the FAFSA (if dependent) must sign and date.

Student and Spouse (if applicable)

Print Student's Name

Student ID

Student's Signature (required)

Date

Spouse's Signature (required if non-filer)

Date

Parent(s), required if Dependent

Parent 1 Signature

Date

Parent 2 Signature (required if non-filer)

Date

Detailed Instructions and Explanations: 2025/26 FAFSA Verification Worksheet

If eligible, the best way to verify income is through the FUTURE Act Direct Data Exchange (FA-DDX) when you complete your FAFSA on the web. In most cases, no further documentation is needed to verify 2023 income information that was transferred into the student's FAFSA using the FA-DDX if that information was not changed by the FAFSA filer. These instructions apply to each parent included in the household (if dependent) and to the student and spouse (if married). Notify the financial aid office if the student or spouse or parents had a change in marital status after December 31, 2023.

If you/your spouse and/or your parents used the FA-DDX when you completed your FAFSA online, MCC should have your tax return data. If you cannot use the FA-DDX, the student may provide to the institution a 2023 IRS Tax Return Transcript(s) or a signed copy of the 2023 income tax return (form 1040) with Schedules 1, 3, and C/F, if applicable.

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 "IRS Tax Return Transcript" and NOT the "IRS Tax 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 "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."
 - To use the Get Transcript Online tool, the user must have:
 - Access to a valid email address
 - A text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and
 - 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 multi-step authentication.
- Automated Telephone Request** – 1-800-908-9946.
 - The 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.

Verification of non-filing letter:

A verification of non-filing letter is required if you are a nontax filer who would file a tax return with a foreign tax authority (**other than the IRS**) if you were to file one. Dependent students are not required to submit this document.