

# 2025-2026 Verification Worksheet

## Tracking Group V5

Priorit	t <b>y Dates:</b> Fall—Jur DRMS MUST BE COMP	ne 1   Spring – Decen PLETED IN BLACK INK O	nber 1   Summe R TYPED. ALL INI	er – Ma TIALS A	ay 1 IND SIGNA	ATURES I	MUST BE IN IN	<b>K</b> .	
LAST NAME: FIRST:					STUDENT ID #:				
DATE OF BIRTH: STREET ADDRE					RESS:				
PHON	NE:		CITY:		STATE:		:	ZIP:	
I	□ BLUE RIVER	☐ LONGVIEW	☐ MAPLE W	VOODS		□ ONLINE		☐ PENN VALLEY	,
Fede	ral Regulations	& Guidelines							
Your 2025–2026 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called <b>verification</b> . 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 correct 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.									
Famil	y Size Informati	on							
The Fa "deper a depe	amily Size (forme) ndent children" or "c endent on a U.S. ta	y status as determine rly Household size) other persons" satisfy ax return if the student student should not inc	definition of w the requirement were to file a l	<b>/ho to</b> nt that U.S tax	<b>be inclu</b> family si return a	<b>ded has</b> ze align t the tim	s changed.  with whom the of comple	The provided criteria the student could clai	for
	Dependent St	udent			Indep	enden	t Student		
	→ Yourself (the → Your parent(sincluding step-pinarried to some *Same parent(s) → Your pare depender over 50% of the other chiparental inferor 2025–20	y, list the following indestudent). s), even if you do not learent if your custodial (peone other than your none) who met contributor criterent(s)' other child(renent(s)) if they do and will confide their support through Junildren would be required to commation if they were composed. Dependents other than ust reside in parent(s) hour	live with them, orimary) parent is -custodial parent. ria on FAFSA.  and ontinue to provide the 30, 2026 or if o provide pleting a FAFSA in parent(s)		<ul> <li>→ Yo</li> <li>→ Yo</li> <li>→ Yo</li> <li>dep</li> <li>50%</li> </ul>	urself (t ur spou ur and y pendent 6 of their s	he student). se, if applica your spouse's (s) if you do ar support through	ollowing individuals:  ble. s child(ren) and d will continue to provide June 30, 2026. Depender side in student's househole	nts

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

Student Name:	Student ID #:

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

;	Student Income (and S	pouse, if app	licable)		Parent(s') I	ncome (	If student is d	ependent)
Х	Mark only the app	licable box(es	s) below	Х	Mark only the applicable box(es) below			
	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.				file a 2023 to how that info filed separate	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.		
	Student XMark appl	icable box(es)	X Spouse		Parent 1 XMark applicable box(es)			X Parent 2
	Used	FA-DDX				Us	ed FA-DDX	
		n Transcript					turn Transcrip	t
		page 3)					ee page 3)	
	(with Sched	Tax Return dules 1, 3, and applicable)				(with Sc	ed Tax Return hedules 1, 3, and if applicable)	d
	C/F, if applicable)  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.  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.				Parent 1 – Employed but did not file. Check this is submit 2023 W-2 form(s), fill out the chart below, and spage 3. If Parent 1 would have filed a tax return wit foreign tax authority, you must also submit a verification non-filing letter. See page 3.  By checking this box, I (Parent 1) certify that I employed in 2023 but did not file, will not file, and am required to file a 2023 income tax return with the IRS.			
	Employer Name:	Total 2023	W-2 Provided?		Employer N	Name:	Total 2023	W-2 Provided?
		Earnings:	If not, why?				Earnings:	If not, why?
	Student - Not employed – Did not file. Check this box, sign page 3. By checking this box, I (student) certify that I was not employed in 2023 had no income earned from work, did not file, will not file, and am not required to file a 2023 income tax return with the IRS.				sign page 3. I was not em work, did not 2023 income	By checking ployed in file, will no tax return	ng this box, I (Pa 2023 had no ind ot file, and am no with the IRS.	le. Check this box, rent 1), certify that come earned from ot required to file a
	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.  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.  Employer Name:  Total 2023 W-2 Provided? Earnings: If not, why?			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.  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.  Employer Name: Total 2023 W-2 Provided? Earnings: If not, why?				
	Spouse - Not employed sign page 3. By checking I was not employed in 202 work, did not file, will not fil 2023 income tax return wit.	this box, I (spou 3 had no incom e, and am not re	se) certify that e earned from		box, <b>sign pag</b> that I was no from work, di	ge 3. By chot employed of not file, w	d in 2023 had	I (Parent 2), certify no income earned am not required to

Student Name:		Student ID #:					
Identity and Statement of Educational Purpose (To Be Signed at the Institution)							
•		,					
The student must appear in person at <a href="Metropolitan Community College">Metropolitan Community College</a> to (Name of Postsecondary Educational Institution) verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.  In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.							
Statement of Educational Purpose							
I certify that Iam the individual signing							
(Print Student's Name)							
this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending <u>Metropolitan Community College</u> for 2025–2026.  (Name of Postsecondary Educational Institution)							
(Student's Signature)	(Date)	(Student's ID Number)					
(MCC Representative Signature)	(Date)						

Student Name:	Student ID #:						
Verificación de Identidad y Declaración de Pro (Para ser firmadas en la institució	-						
El estudiante debe comparecer en persona en/ (Nombre	Metropolitan Community College para de la institución educativa postsecundaria)						
verificar su identidad mediante la presentación de una válida emitida por el gobierno que no haya expirado, e tipo de identificación emitida por el estado o pasaport conservará una copia de la identificación con fotograf anotará la fecha en la que se recibió y revisó, y el nor institución autorizado a recibir y revisar las identificac Además, el estudiante debe firmar, en presencia del formación de Propósito Educativo proporcionada a	como una licencia de conducir, otro de, entre otros. La institución de la cual se mbre del funcionario de la ciones de los estudiantes. funcionario de la institución, la						
Declaración de Propósito Educativo							
Certifico que yo,[Imprimir nombre del estudiante]	, soy el individuo que firma esta						
Declaración de Propósito Educativo, y que la ayuda fi	inanciera federal estudiantil						
que yo pueda recibir sólo será utilizada para fines edu	ucativos y para pagar el						
costo de asistir a <u>Metropolitan Community College</u> [Imprimir nombre de institución educativa post							
[Firma del estudiante]	[Fecha]						
[Número de identificación del estudiante]							

complete, and correct to the best of my know I may be fined, sent to prison, or both. The dependent) must sign and date.		nd that if I purposely provide false or misleading e parent whose information was reported on th			
Student and Spouse (if applicable)		Parent(s), required if Dependent			
Print Student's Name	Student ID	Parent 1 Signature	 Date		
Student's Signature (required)	Date	Parent 2 Signature (required if non-filer)	 Date		
Spouse's Signature (required if non-filer)	Date				

By signing below, I certify that the information provided on this worksheet and the required attached documentation is true,

Student ID #:

If eligible, the best way to verify income is through the FUTURE Act Direct Data Exchange (FA-DDX) when you complete your FAFSA online. 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 and spouse or the student's parent(s) had a change in marital status after December 31, 2023.

Detailed Instructions and Explanations: 2025/26 FAFSA Verification Worksheet

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:

- 1. **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.
- 2. **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:
    - i. Access to a valid email address
    - ii. A text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and
    - iii. 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.
- 3. 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.
- 4. 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:**

Student Name:

**Certification and Signatures** 

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.