



2025-2026 Verification Worksheet Tracking Group V5

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.

Form with fields: LAST NAME: FIRST: STUDENT ID #: DATE OF BIRTH: STREET ADDRESS: PHONE: CITY: STATE: ZIP: and checkboxes for BLUE RIVER, LONGVIEW, MAPLE WOODS, ONLINE, 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.

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.

Two columns for Dependent Student and Independent Student with checkboxes and detailed instructions for listing individuals.

Table with 4 columns: Household Member's Full Name, Age, Relationship to student, and Attending any MCC campus/online between July 1, 2025, to June 30, 2026 (Yes or No).

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 style="width: 33%;"></td> <td style="width: 33%; text-align: center;">Used FA-DDX</td> <td style="width: 33%;"></td> </tr> <tr> <td></td> <td style="text-align: center;">Tax Return Transcript (See page 3)</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">Signed Tax Return (with Schedules 1, 3, and C/F, if applicable)</td> <td></td> </tr> </table>				Used FA-DDX			Tax Return Transcript (See page 3)			Signed Tax Return (with Schedules 1, 3, and C/F, if applicable)		<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 style="width: 33%;"></td> <td style="width: 33%; text-align: center;">Used FA-DDX</td> <td style="width: 33%;"></td> </tr> <tr> <td></td> <td style="text-align: center;">Tax Return Transcript (See page 3)</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">Signed Tax Return (with Schedules 1, 3, and C/F, if applicable)</td> <td></td> </tr> </table>				Used FA-DDX			Tax Return Transcript (See page 3)			Signed Tax Return (with Schedules 1, 3, and C/F, if applicable)							
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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 style="width: 33%;">Employer Name:</td> <td style="width: 33%;">Total 2023 Earnings:</td> <td style="width: 33%;">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 style="width: 33%;">Employer Name:</td> <td style="width: 33%;">Total 2023 Earnings:</td> <td style="width: 33%;">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 style="width: 33%;">Employer Name:</td> <td style="width: 33%;">Total 2023 Earnings:</td> <td style="width: 33%;">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 style="width: 33%;">Employer Name:</td> <td style="width: 33%;">Total 2023 Earnings:</td> <td style="width: 33%;">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 #: _____

Identity and Statement of Educational Purpose (To Be Signed at the Institution)

The student must appear in person at Metropolitan Community College 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 I _____ am 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 Metropolitan Community College 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 Propósito Educativo
(Para ser firmadas en la institución)**

El estudiante debe comparecer en persona en Metropolitan Community College para
(Nombre de la institución educativa postsecundaria)

verificar su identidad mediante la presentación de una identificación con fotografía (ID) válida emitida por el gobierno que no haya expirado, como una licencia de conducir, otro tipo de identificación emitida por el estado o pasaporte, entre otros. La institución conservará una copia de la identificación con fotografía del estudiante en la cual se anotará la fecha en la que se recibió y revisó, y el nombre del funcionario de la institución autorizado a recibir y revisar las identificaciones de los estudiantes. Además, el estudiante debe firmar, en presencia del funcionario de la institución, la Declaración de Propósito Educativo proporcionada a continuación.

Declaración de Propósito Educativo

Certifico que yo, _____, soy el individuo que firma esta
[Imprimir nombre del estudiante]

Declaración de Propósito Educativo, y que la ayuda financiera federal estudiantil que yo pueda recibir sólo será utilizada para fines educativos y para pagar el costo de asistir a Metropolitan Community College para 2025–2026.
[Imprimir nombre de institución educativa postsecundaria]

[Firma del estudiante]

[Fecha]

[Número de identificación del estudiante]

