2026-2027 Verification (V1) Worksheet
Dependent Student

Your 2026-2027 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal regulations indicate before awarding Federal Student Aid, we must ask you to confirm the information you and your parent(s) reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected.

A. STUDENT INFORMATION

Student's Full Name: _____ Student ID: _____

Student's Phone Number: _____ Student SSN: _____

B. FAMILY SIZE

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** 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 parent could claim as a dependent on a U.S. tax return if the parent were to file a U.S. tax return at the time of completing the 2026-2027 FAFSA. As a result, the parent should not include any unborn children in the family size.

Full Name (ALL who meet the above criteria)	**Age**	**Relationship**
		(Self)

If more space is needed, provide a separate page with the student's name and ID number at the top.

C. VERIFICATION OF 2024 INCOME FOR STUDENT TAX FILERS

IMPORTANT NOTE: The instructions below apply to the student and spouse (if the student is married). The student must contact Student Financial Services if the student and spouse filed separate IRS income tax returns for 2024 or had a change in marital status after December 31, 2024.

STUDENT TAX FILER INSTRUCTIONS: Complete this section if the student and spouse, if applicable, filed or will file a 2024 IRS income tax return(s). As part of federal student aid eligibility, the 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 2024 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 2024 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS via the FA-DDX.

If 2024 income tax return information for the student (or spouse, if applicable) was not transferred via the FA-DDX and considered verified, the student and spouse should provide the institution with a **2024 IRS Tax Return Transcript(s) or a signed copy of the 2024 income tax return and applicable schedules.**

A **2024 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.*

STUDENT NON-TAX FILER INSTRUCTIONS – The instructions and certifications below apply to the student and spouse (if the student is married). Complete this section if the **student and spouse will not file** *and* **is not required to file** a 2024 income tax return with the IRS.

By completing this document, I certify that I have not filed and am not required to file a 2024 income tax return, and I have listed all income earned from work, other income, and resources for the 2024 tax year.

Check the box that applies if you did not file or will not file a 2024 Tax Return:

☐ My spouse (if applicable) and I were not employed and had no income earned from work in 2024.

☐ My spouse and/or I were employed in 2024 and have listed below the names of all employers, the amount earned from each employer in 2024, and whether an IRS W-2 form or an equivalent document is provided. (Provide copies of all 2024 IRS W-2 forms issued to you and your spouse by your employers). List every employer even if the employer did not issue an IRS W-2 form. (NOTE: Verification cannot be completed until all W-2's are received.)

Student Employer's Name	2024 Annual Amount Earned	IRS W-2 or an Equivalent Document Attached?
(EXAMPLE) Suzy's Auto Body Shop	*$2,000.00*	☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No

☐ My spouse and/or I had other income and resources that supported us for the 2024 tax year. (List each source of income below. If more space is needed, provide a separate page with your name and ID number.)

Source of Income	2024 Annual Amount
(Example) Rental property	*$4,500.00*
Total Amount of Income	**$**

D. VERIFICATION OF 2024 INCOME INFORMATION FOR PARENT TAX FILERS

IMPORTANT NOTE: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2024 or had a change in marital status after December 31, 2024.

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PARENT TAX RETURN FILERS INSTRUCTIONS Complete this section if the parents filed or will file a 2024 IRS income tax return(s). As part of federal student aid eligibility, parents 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 parents filed separate 2024 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 2024 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS via the FA-DDX.

If 2024 income tax return information for the parents was not available or could not be used, the parents should provide the institution with a 2024 IRS Tax Return Transcript(s) or a signed copy of the 2024 income tax return and applicable schedules.

A **2024 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.*

PARENT NON-TAX FILER INSTRUCTIONS - The instructions and certifications below apply to each parent (or stepparent, if applicable) included in the household. Complete this section **if the parents will not file** *and* **are not required** to file a 2024 income tax return with the IRS.

By completing this document, I certify that neither parent has filed nor is required to file 2024 income tax return, and all their income earned from work, other than income, and resources for the 2024 tax year are listed below.

Check the box that applies if parent(s) did not file or will not file a 2024 Tax Return:

☐ I certify that neither parent was employed, and neither had income earned from work in 2024.

☐ One or both parents were employed in 2024 and have listed below the names of all employers, the amount earned from each employer in 2024, and whether an IRS W-2 form or an equivalent document is provided. (Provide copies of all 2024 IRS W-2 forms issued to your parents). List every employer even if the employer did not issue an IRS W-2 form.

Parent(s) Employer's Name	2024 Annual Amount Earned	IRS W-2 or an Equivalent Document Attached?
(EXAMPLE) Suzy's Auto Body Shop	*$2,000.00*	☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
Total Amount of Income Earned from Work	**$**	

☐ One or both parents had other income and resources that supported us for the 2024 tax year. (List each source of income below. If more space is needed, provide a separate page with your name and ID number.)

Source of Income	2024 Annual Amount
(Example) Rental property	*$4,500.00*
Total Amount of Income	**$**

PLEASE NOTE THE FOLLOWING INFORMATION, IF APPLICABLE, FOR THE STUDENT AND/OR SPOUSE, IF APPLICABLE:

- **Individuals Granted a Filing Extension by the IRS**
  An individual who is required to file a 2024 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2024, must provide:
  - A signed statement listing the sources of any 2024 income and the amount of income from each source;
  - A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2024;
  - A copy of IRS Form W–2 for each source of employment income received or an equivalent document for tax year 2024; **and**
  - If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2024.
- **Individuals Who Filed an Amended IRS Income Tax Return**
  An individual who filed an amended IRS income tax return for tax year 2024 must provide a signed copy of the 2024 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS or documentation from the IRS that include the change(s) made by the IRS, in addition to one of the following:
  - Income and tax information from the IRS on an ISIR record with all tax information from the original tax return;
  - A **2024 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **or**
  - A signed copy of the 2024 IRS Form 1040 and the applicable schedules that were filed with the IRS.

- **Individuals Who Were Victims of IRS Tax-Related Identity Theft**

  An individual who was the victim of IRS tax-related identity theft must provide:

  ▪ A copy of the signed 2024 income tax return and applicable schedules the individual filed with the IRS, or an equivalent document provided by the IRS; **and**

  ▪ An IRS 4674C letter (a letter from the IRS acknowledging the identity theft) or a statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft, and the IRS is aware of it.

- **Individuals Who Filed Non-IRS Income Tax Returns**

  ▪ A tax filer who filed an income tax return with a tax authority other than the IRS may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.

If any of these circumstances apply to the student and/or the parent, please provide the indicated documentation along with this completed verification form. Please contact Student Financial Services with any questions regarding any of this information.

E. CERTIFICATION AND SIGNATURES

Each person signing this worksheet certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

_____

Student's Signature Required *(no typed signature permitted)* Date

_____

Parent's Signature Required *(no typed signature permitted)* Date

Submission Instructions:

You may submit your documents using any of the following methods:

By Mail:

Student Financial Services
100 College Drive
Allentown, PA 18104

In Person:

Drop off documents at the Student Financial Services office during normal business hours.
Blaney Hall, Room 105

Secure Document Portal:

Log in to **my.cedarcrest.edu**, select **Student Financial Services**, then choose **SFS Upload & Forms**.

Submission of all requested documents is required for verification to be completed.