



2025-2026 Dependent Verification Worksheet

Your 2025-2026 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. To verify that you provided correct information the financial aid administrator at your school 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.

You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

What to do:

- ❖ If you did not use the FAFSA Federal Tax Information (FTI) Approval to complete your FAFSA, request a 2023 IRS tax transcript for yourself (if taxes filed for 2023), and if your parent(s) filed taxes for 2023). See instructions (last page) on how to request a 2023 IRS tax return transcript.
- ❖ All parties involved must complete and sign this form. **Leave no spaces blank.**
- ❖ Submit completed form and all attached documents (if any) to Financial Aid office.

A. Student's Information

Student's Last Name First Name M.I.

Student's Identification (ID) Number

Student's Street Address (include apt. no.)

Student's Date of Birth

City State Zip Code

Student's Email Address

Student's Home Phone Number (include area code)

Alternate Phone Number (i.e. Cell)

Student's name: _____

Student's ID: _____

C. Income Information to be Verified for Student

1. TAX RETURN FILERS - Please check all boxes that apply:

- Used FAFSA FTI Approval for: Student
- Attached 2023 IRS tax return transcript for: Student
- Tax Return filer with Unusual Circumstances- **NOTE:** See instructions (last page) on how to request information on a 2023 Unusual Circumstance.

TAX RETURN NONFILERS - Complete this section if the student will not file and is not required to file a 2020 income tax return with the IRS. Check all boxes that apply.

- No income earned from work in 2023 for: Student
- Income was earned in 2023 for: Student

Attach copies of all 2022 IRS W-2 forms issued for each person that has been checked above in #2. List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and student ID at the top.

Employer's Name	2023 Amount Earned	IRS W-2 attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

Student's name: _____

Student's ID: _____

D. Income Information to be Verified for Parent(s)

1. TAX RETURN FILERS - Please check all boxes that apply:

- Used FAFSA FTI Approval for: Parent(s)
- Attached 2023 IRS tax return transcript for: Parent(s)
- Tax Return filer with Unusual Circumstances- **NOTE:** See instructions (last page) on how to request information on a 2023 Unusual Circumstance.

TAX RETURN NONFILERS - Complete this section if the student or parent(s) will not file and is not required to file a 2023 income tax return with the IRS. Check all boxes that apply.

- No income earned from work in 2023 for: Parent(s)
- Income was earned in 2023 for: Parent(s)

Attach copies of all 2023 IRS W-2 forms issued for each person that has been checked above in #2. List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and student ID at the top.

Employer's Name	2023 Amount Earned	IRS W-2 attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

Student's name: _____

Student's ID: _____

E. Certifications and Signatures (Each person signing below 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.

Student's Signature

Date

Parent's Signature

Date

**WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.
Do not mail this worksheet to the U.S. Department of Education.
Submit this worksheet to the financial aid administrator at your school.**

***Kentucky State University, Financial Aid office
400 East Main St. ASB Suite 349, Frankfort, KY 40601, Phone: (502) 597-5960 | Fax: (502) 597-5950
You should save a copy of this worksheet for your records.***

Student's name: _____

Student's ID: _____

Using The Tax Transcript

If students cannot or will not use the DRT, either at initial FAFSA filing or through online corrections, you can use an IRS tax return transcript for the student, spouse, and/or parents, as applicable, to document AGI, taxes paid, and untaxed income.

Before requesting a transcript, they should allow enough time to pass after filing the return; it takes the IRS 2 to 4 weeks to process returns filed electronically and 6 to 8 weeks for mailed returns. Tax transcripts submitted to your school for verification do not need to be signed by the tax filer (but it is encouraged) unless you have reason to doubt their authenticity.

There are a few ways to request a tax return transcript: online at www.irs.gov/individuals/get-transcript, by calling 1-800-908-9946, or by mailing the paper Form 4506-T-EZ, which can be printed from the IRS website.

The Get Transcript Online feature allows users to get the transcript in real time as a portable document format (PDF) file, which they can submit electronically to a school or print and submit as a hard copy. To use the Get Transcript Online tool, users must have:

- access to a valid email address,
- a text-enabled mobile phone in their name, and
- specific financial account numbers, such as a credit card number or an account number for a home mortgage or auto loan. The process will not cause charges to the card or the account.

See the <https://www.irs.gov/individuals/get-transcript> website for more information on the Get Transcript Service.

Unusual Circumstance

If you or your family have unusual circumstances that should be taken into account, contact Kentucky State University financial aid office at www.finaidmail@kysu.edu briefly describing what the unusual circumstance is and what year it occurred.