2027–2028 Verification Worksheet
V1/V5 - Dependent Student

Your 2027-28 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and a parent whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

Dependent Student's Information

Student's Last Name _____ Student's First Name _____ Student's M.I. _____

Student Warrior Tag # _____

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

Student's Date of Birth _____

City _____ State _____ Zip Code _____

Student's Email Address _____

Student's Phone Number _____

Student's Alternate Phone Number _____

Dependent Student's Family Size – Includes the following:

- The student.
- The student's parents, 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 the following are true:
    - They live with the student's parent (or live apart because of college enrollment),
    - They receive more than half of their support from the student's parent, 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" align with the requirement that family size align with whom the parent could claim as a dependent on the 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	Age	Relationship
Missy Jones (example)	*18*	*Sister*
		Self

Full Name	Age	Relationship

Verification of 2025 Income Information for Students

Check the box that applies:

☐ The student's 2025 tax information has been transferred to the FAFSA.

☐ The student's 2025 tax information did not transfer to the FAFSA, and the student will **submit their IRS Tax Transcript or a signed copy of the 2025 income tax return and applicable schedules to the Financial Aid Office.**

☐ The student was not required to file taxes. The student's income from work for 2025 was $_____. **The student will provide 2025 W2(s).**

Verification of 2025 Income Information for Parent(s)

Check the box that applies:

☐ The parent(s) 2025 tax information has transferred to the student's FAFSA.

☐ The parent(s) are unable to transfer the 2025 tax information to the student's FAFSA and will provide the RLC with a **2025 IRS Tax Return Transcript(s) or a signed copy of the 2025 income tax return and applicable schedules**.

☐ Neither parent was employed, and neither had income earned from work in 2025 and **will provide a letter of non-filing from the IRS for 2025**.

☐ One or both parents were employed in 2025 and have listed below the names of all employers, the amount earned from each employer in 2025, and whether an IRS W-2 form or an equivalent document is provided. **One or both parents will provide copies of all 2025 IRS W-2 forms issued to the parents by their employers**. List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2025
(Example) ABC's Auto Body Shop	*Yes*	*$4,500.00*
Total Amount of Income Earned From Work		$

Provide a signed and dated statement certifying that the individual has not filed and is not required to file a 2025 income tax return, as well as the sources of 2025 income earned from work and the amount of income from each source.

____ Check here if non-filing statement is signed and dated.

____ Check here if non-filing statement will be provided late.

Certification and Signatures

Each person signing this worksheet certifies that all the information reported on it is complete and correct.
The student and one parent 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 Date

_____ _____
Parent's Signature Date

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the financial aid administrator at your school. You should retain a copy of this worksheet for your records.

Requesting a 2025 IRS Tax Return Transcript

- **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." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) 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 two-step authentication.
- **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

Individuals Granted a Filing Extension by the IRS

An individual who is required to file a 2025 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2025, must provide:

- A signed statement listing the sources of any 2025 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 2025;

- A copy of IRS Form W–2 for each source of employment income received or an equivalent document for tax year 2025; 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 2025.

Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for tax year 2025 must provide a signed copy of the 2025 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:

- Updated income and tax information from the IRS on an ISIR record with all tax information from the original tax return;
- A 2025 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 2025 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 Tax Return DataBase View (TRDBV) transcript obtained from the IRS or, if unable to obtain a TRDBV, an equivalent document provided by the IRS or a copy of the signed 2025 income tax return and applicable schedules the individual filed with the IRS; and
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax related identity theft and that the IRS is aware of the tax-related identity theft.

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.

Student's or Parent's Income Changed Drastically from 2025 to 2026

If your income or your parent's income has drastically decreased from 2025 to 2026 (or 2027), please contact the Financial Aid Office for a Special Circumstance appeal form. Your current income may be used to complete the FAFSA is circumstances warrant the updated information. You must still complete this verification process prior to a Special Circumstance appeal being approved. Documentation of the special circumstances will be required. The RLC Financial Aid Office can be reached at 618-437-5321, Ext. 1385, or rlcfa@rlc.edu.