SOUTH PIEDMONT COMMUNITY COLLEGE

V-1
Verification Worksheet
2025-2026 Academic Year

Student Name (please print): _____ Student ID: _____

Your FAFSA application was selected for review in a process called verification.
Before any awarding can take place, this process must be completed.

A. Instructions for Tax Return Filer: Please read to understand your choices:

1. Using the Direct Data Exchange (DDX) is the preferred way to verify income. If you have not already used the tool, go to studentaid.gov and select *Apply for aid,* log in to the FAFSA. Select *"Make FAFSA Corrections"* and navigate to the Financial Information section of the form. Follow instructions to determine if the student and/or student's parent(s) can use the IRS DDX for 2023 tax information to FAFSA.

2. Provide a signed copy of your 2023 IRS 1040/1040X. No typed signatures or PIN numbers are accepted, you must provide a wet signature. If your taxes were prepared by a tax professional, their information with PTIN must be provided in lieu of the taxpayer's wet signature.
   If you filed a Foreign Tax return, we would need signed (wet) copies with W-2 equivalents. Please contact our office if you cannot provide Foreign Tax documents for alternative options.

3. If you are unable to use the Direct Data Exchange (DDX) or do not choose to use the tool, you will need to supply a 2023 tax return transcript. Go to Get Transcript | Internal Revenue Service (irs.gov) to obtain and print your tax return transcript OR call 1-800-908-9946. Make sure you request the "IRS tax return transcript" and NOT the "IRS tax account transcript".

B. Instructions for NON-TAX Return Filers:

Complete this section if the student, **or** spouse (if married), **or** student's parent(s) (for dependent students) will not file and is not required to file a 2023 income tax return with the IRS.

Check the box that applies:

____ The student and/or spouse will not file a 2023 tax return	____ The parent will not file a 2032 tax return

To get an IRS Tax Return Transcript, Verification of Non-filing Statement, and/or Wage and Income Transcript:

● Online: Go to the IRS website, select "Get Your Tax Record." Select "Get Transcript Online" or "Get Transcript by Mail." Make sure to request the "Return Transcript," not the "Account Transcript" if you are requesting the federal tax forms.
● By Phone: Call 1.800.908.9946 (IRS Tax Return Transcript only)
● Through a Paper Request Form: IRS Form 4506-T. Check box 6a for return transcript and/or box 8 for a Wage and Income transcript. Or IRS Form 4506T-EZ (IRS Tax Return Transcript only). The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

Only underline dependent students that are listed on a parent 2023 tax return are omitted from providing documentation.

Provide copies of all 2023 IRS W-2 forms issued to
the student, <u>or</u> spouse (if married), <u>or</u> student's parent(s) (for dependent students)

Employer's Name	2023 Amount Earned	IRS W-2 Provided?
Suzy's Auto Body Shop (example)	*$2,000.00*	*Yes*

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

C. **Family Size:**

See the instructions below to determine who will be included as part of your household. Do not include family members who pay toward household expenses or pay their own expenses.

1. Yourself	2. Your Spouse if Married -OR- Your Parent(s) *Including Stepparent*	3. Your Children –OR– Other Children of Your Parent(s)	4. Other People
Always list yourself first	**Even IF** you don't live with your parent(s)	**IF** your parent(s) will provide more than half of their support from July 1, 2025 through June 30, 2026 —**OR**— **IF** the child would be required to provide parental information if they were completing a FAFSA for 2025-2026	**IF** they now live with you OR your parent(s) and you/parent(s) provides **more than half of their support** and will continue to provide more than half of their support through June 30, 2026.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
Marty Jones(example)	*28*	*Wife*	*Central University*	*Yes*
		Self	*South Piedmont Community College*	

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

Certification and Signature
I certify that all the information reported on this worksheet
is complete and correct.

> **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)   Student Name (Print)   Date

_____

Parent's Signature (If Student is Dependent)   Parent Name (Print)   Date