



## 2025 - 2026 Federal Verification Worksheet

### WHAT IS VERIFICATION?

Your application was selected by the U.S. Department of Education for review in a process called "Verification." The Office of Financial Aid must compare your FAFSA with the information you provide on this worksheet and possibly other financial documents. The Office of Financial Aid cannot make any federal financial aid payments available to you or process a student loan request until all verification requirements have been met and the necessary corrections have been made.

### WHAT ARE THE STEPS?

1. Fill in and sign this worksheet – you and at least one parent (if dependent) must sign the form. The form can be completed by hand with black or blue ink, or completed electronically (the signature must be handwritten).
2. Complete the IRS Data Retrieval through FAFSA. (Visit our website [www.masters.edu/verify](http://www.masters.edu/verify) for more information).
3. If you cannot complete Step 2, you may order a **TAX RETURN TRANSCRIPT** from the Internal Revenue Service Online at [www.irs.gov](http://www.irs.gov) or by phone at 1-800-908-9946. Obtain a **2023 Federal IRS Tax Return Transcript and W-2 forms** for yourself, your spouse (if married) or your parents/step-parent (if dependent).
4. Review your FAFSA, Missing Information letters from the Office of Financial Aid, and the second page of this worksheet to see if you need to submit other documentation.
5. If you filed an extension, filed an amended return, were a victim of tax-related identity theft, or filed non-IRS income tax return, please visit [www.masters.edu/verify](http://www.masters.edu/verify) for instructions about sending in additional documentation.

### A. STUDENT AND FAMILY INFORMATION

Social Security Number:	<input type="text"/>	Last Name:	First Name:	MI:
Address:	City:	State:	Zip:	
Date of Birth:	Phone Number:			

Write the name of all household family members including yourself. Also write the name of the college for any family member who will be attending college at least half-time between July 1, 2025 and June 30, 2026 and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

**FOR INDEPENDENT STUDENTS:** List the people that you (and your spouse) will support between July 1, 2025 and June 30, 2026. Include yourself, your spouse, and your dependent children. Include other people only if they now live with you and you provide more than half their support and will continue to provide more than half their support from July 1, 2025 – June 30, 2026. Exclude children/siblings whom are wards of the state, i.e. foster care.

**DEPENDENT STUDENTS:** List all the people in your household between July 1, 2025 and June 30, 2026. Include yourself, your parents, and your parents' other children if (a) your parents provide more than half of their support or (b) the children would be required to provide parental information when applying for Federal Student Aid. Include other people only if they now live with your parents and receive, and will continue to receive, more than half their support from them between July 1, 2025 and June 30, 2026. Exclude children/siblings whom are wards of the state, i.e. foster care.

NAME	AGE	RELATIONSHIP	COLLEGE
		Self	The Master's University

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## B. STUDENT'S (AND SPOUSE'S) INCOME AND BENEFITS INFORMATION

Check the appropriate boxes below and provide the requested information and documents:

- ☐ I used the IRS Data Retrieval Tool (after my 2023 taxes were completed and processed by the IRS) to transfer my 2023 income information to the FAFSA and made no further changes to the information.
- ☐ I did not (or could not) transfer my 2023 income information to the FAFSA using the IRS Data Retrieval Tool. I have attached a copy of my **2023 IRS Tax Return Transcript(s)**.
- ☐ I was not required to file a 2023 Federal Income Tax Return. [Attach your W-2 Forms from all sources of earned income. Please list sources and amounts of any earned income received in 2023 for which there is no W-2. **(Enter "No Job" under "Employer Name," if you did not work).**]

EMPLOYER NAME	2023 AMOUNT EARNED
	\$
	\$

- ☐ In 2023 or 2024, I received **food stamps (SNAP)** benefits. [Attach a copy of your EBT pay history or a photocopy of your food stamps (SNAP) card.]
- ☐ I paid **child support** in the amount of \$\_\_\_\_\_ in the year 2023 to \_\_\_\_\_ residing at \_\_\_\_\_  
(yearly total) (name of child support recipient(s))  
\_\_\_\_\_ for the following children: \_\_\_\_\_  
(recipient's address) (list name of each child)

## C. PARENT'S INCOME AND BENEFITS INFORMATION

Check the appropriate boxes below and provide the requested information and documents:

- ☐ I used the IRS Data Retrieval Tool (after my 2023 taxes were completed and processed by the IRS) to transfer my 2023 income information to the FAFSA and made no further changes to the information.
- ☐ I did not (or could not) transfer my 2023 income information to the FAFSA using the IRS Data Retrieval Tool. I have attached a copy of my **2023 IRS Tax Return Transcript(s)**.
- ☐ I was not required to file a 2023 Federal Income Tax Return. [Attach your W-2 Forms from all sources of earned income. Please list sources and amounts of any earned income received in 2023 for which there is no W-2. **(Enter "No Job" under "Employer Name," if you did not work).**]

EMPLOYER NAME	2023 AMOUNT EARNED
	\$
	\$

- ☐ In 2023 or 2024, I received **food stamps (SNAP)** benefits. [Attach a copy of your EBT pay history or a photocopy of your food stamps (SNAP) card.]
- ☐ I paid **child support** in the amount of \$\_\_\_\_\_ in the year 2023 to \_\_\_\_\_ residing at \_\_\_\_\_  
(yearly total) (name of child support recipient(s))  
\_\_\_\_\_ for the following children: \_\_\_\_\_  
(recipient's address) (list name of each child)

## D. CERTIFICATION

I certify that all the information reported to qualify for Federal student aid is complete and correct.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Electronic signatures are not accepted

Spouse's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Electronic signatures are not accepted

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Electronic signatures are not accepted