



# 2025-2026 Verification Worksheet

## Federal Student Aid Programs

Student Financial Services  
400 Saint Bernardine St, BH 114  
Reading, PA 19607  
610-796-8201 / 610-796-8336 FAX  
[sfs@alvernia.edu](mailto:sfs@alvernia.edu)

Your 2025-2026 Free Application for Federal Student Aid (FAFSA) was selected for a process called verification. Per [Dept of Ed regulations](#), the Office of Student Financial Services is required to compare information from your FAFSA with 2023 tax & financial information. Complete this worksheet and submit via mail or email using our contact information above as soon as possible so that your financial aid will not be delayed. Student and applicable contributors including spouses and/or parents may need to submit verification documents. Please read each section below carefully and contact us or see our FAQ's for more information: <https://www.alvernia.edu/admissions-aid/office-student-financial-services/student-financial-services-faqs-and-resources>

### A. STUDENT Information

Last Name	First Name	M.I	Alvernia University Student ID
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### B. HOUSEHOLD Information

#### DEPENDENT\* Students

- Yourself and your parent(s) (including stepparent) even if you do not live with your parents, *and*
- Your parents' other children, if (a) your parents will provide more than half of their support from **July 1, 2025 through June 30, 2026**, or (b) the children would be required to provide parental information when applying for Federal Student Aid, even if they do not live with your parent(s), *and*
- Other people if they now live with your parents and your parents provide more than half of their support and will continue to provide more than half of their support from **July 1, 2025 through June 30, 2026**.

#### INDEPENDENT\* Students

- Yourself and, your spouse if you have one, and
- Your children, if you will provide more than half of their support from **July 1, 2025 through June 30, 2026**, even if they do not live with you, *and*
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support from **July 1, 2025 through June 30, 2026**.

\*For questions regarding dependency, please see: <https://studentaid.gov/apply-for-aid/fafsa/filling-out/dependency>

Please include name, age, and relationship of all household members. If applicable, write the name of the college, university, or program for any family member, excluding your parent(s), who will be attending at least half-time and will be enrolled in a degree, diploma, or certificate program between **July 1, 2025 and June 30, 2026**.

First and Last Name	Age	Relationship	College / University / Program
Missy Jones (example)	18	Sister	Central University
		Self	Alvernia University

Please provide a second page if additional space is needed



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Student Name:

Student ID: 000-

### C. TAX FORMS Information

If 2023 income tax information for the student or parent was not available or could not be used, the student and/or parent should provide the institution with a 2023 IRS Tax Return Transcript(s) or a signed copy of the 2023 income tax return and applicable schedules. Please retrieve copies of your tax information online at <https://www.irs.gov/individuals/get-transcript>. Please note 'Return Transcript' is required (NOT 'Account Transcript').

<b>DEPENDENT Students</b>
<b>STUDENT</b> (check only one box below) <ul style="list-style-type: none"> <li><input type="radio"/> Check here if through the FAFSA process, you have consented to your Federal Tax Information transferring into your FAFSA</li> <li><input type="radio"/> Check here if through the FAFSA process, your Federal Tax Information was NOT transferred into your FAFSA. Please submit signed copies of your 2023 tax returns &amp; applicable schedules plus 2023 W2's</li> <li><input type="radio"/> Check here if you earned income from wages in <b>2023</b> but are NOT required to file a <b>2023</b> Federal Tax Return. Submit copies of the W-2 Statement(s)</li> <li><input type="radio"/> Check here if you did <u>NOT</u> earn wages in <b>2023</b> and are <u>NOT</u> required to file a <b>2023</b> Federal Tax Return.</li> </ul>
<b>PARENT(s)</b> (check only one box below) <ul style="list-style-type: none"> <li><input type="radio"/> Check here if through the FAFSA process, you have consented to your Federal Tax Information transferring into your FAFSA</li> <li><input type="radio"/> Check here if through the FAFSA process, your Federal Tax Information was NOT transferred into your FAFSA. Please submit signed copies of your 2023 tax returns &amp; applicable schedules plus 2023 W2's</li> <li><input type="radio"/> Check here if you earned income from wages in <b>2023</b> but are NOT required to file a <b>2023</b> Federal Tax Return. Submit copies of the W-2 Statement(s)</li> <li><input type="radio"/> Check here if your parent(s) did <u>NOT</u> earn wages in <b>2023</b> and are <u>NOT</u> required to file a <b>2023</b> Federal Tax Return and you have provided an <a href="#">IRS Statement of Non-Filing</a>.</li> </ul>

<b>INDEPENDENT Students</b>
<b>STUDENT</b> (check only one box below) <ul style="list-style-type: none"> <li><input type="radio"/> Check here if through the FAFSA process, you have consented to your Federal Tax Information transferring into your FAFSA</li> <li><input type="radio"/> Check here if through the FAFSA process, your Federal Tax Information was NOT transferred into your FAFSA. Please submit signed copies of your 2023 tax returns &amp; applicable schedules plus 2023 W2's</li> <li><input type="radio"/> Check here if you earned income from wages in <b>2023</b> but are NOT required to file a <b>2023</b> Federal Tax Return. Submit copies of the W-2 Statement(s)</li> <li><input type="radio"/> Check here if you did <u>NOT</u> earn wages in <b>2023</b> and are <u>NOT</u> required to file a <b>2023</b> Federal Tax Return and you have provided an <a href="#">IRS Statement of Non-Filing</a>.</li> </ul>
<b>SPOUSE</b> (check only one box below) <ul style="list-style-type: none"> <li><input type="radio"/> Check here if through the FAFSA process, you have consented to your Federal Tax Information transferring into your FAFSA</li> <li><input type="radio"/> Check here if through the FAFSA process, your Federal Tax Information was NOT transferred into your FAFSA. Please submit signed copies of your 2023 tax returns &amp; applicable schedules plus 2023 W2's</li> <li><input type="radio"/> Check here if you earned income from wages in <b>2023</b> but are NOT required to file a <b>2023</b> Federal Tax Return. Submit copies of the W-2 Statement(s)</li> <li><input type="radio"/> Check here if you did <u>NOT</u> earn wages in <b>2023</b> and are <u>NOT</u> required to file a <b>2023</b> Federal Tax Return and you have provided an <a href="#">IRS Statement of Non-Filing</a>.</li> </ul>

Has the student, spouse, and/or parent(s) amended his/her **2023 taxes**?    Yes    No    If yes, who: \_\_\_\_\_

(Persons who have amended their **2023 taxes** must also submit a signed copy of their **2023 1040X form** and the **2023 IRS Account Transcript** along with their **2023 IRS Tax Return Transcript**).

If you are a non-filer (and are not the student dependent), please see <https://www.irs.gov/individuals/transcript-types-for-individuals-and-ways-to-order-them> for how to request a IRS Statement of Non-Filing



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**Student Name:**

**Student ID: 000-**

### D. CERTIFICATION and SIGNATURES

Each person signing below certifies that all the information reported is complete and correct. Each person also understands that if any of the information reported on this form is inconsistent with what has been reported on the FAFSA, additional documentation may be required. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both. I (we) also understand that if not all required documents are submitted that it will delay the disbursement of Federal Aid onto the Student's Account.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Contributor Signature

\_\_\_\_\_  
Date

**DO NOT mail a copy of this worksheet to the Department of Education.**  
**Submit this form to the Student Financial Services Office at Alvernia University using the contact information above.**  
**Please retain a copy of this worksheet and all documents submitted for your records.**

### For Alvernia University Student Financial Services ONLY

SFS Staff: Please initial and date upon receipt of this verification form:

SFS Staff Initial: \_\_\_\_\_

SFS Staff Received Date: \_\_\_\_\_