

# Verification Worksheet Independent Student Tracking Group V5 (2025-26)

Warning: According to the U.S. Department of Education, if you purposely give false or misleading information, you may be subject to a fine of up to \$20,000, imprisonment for up to five years, or both.

## Student Information (Please Print)

Last Name:  First Name:  Middle Initial:

Student ID Number:  Student Email Address:

Street Address (Include Apartment Number:

City:  State:  Zip Code:

Phone Number (Include Area Code):

Your 2025–2026 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 must ask you to confirm the information you and your parents reported on your FAFSA.

## Independent Student's Family Information

### Directions

In the **Independent Student Family chart on page 2**, list all family members or any other person who belong to your household using the following criteria:

- Yourself (the student)
- Spouse: list your spouse if you are legally married even if you are not living together **and** you have no intention of divorcing.
- Household member(s) supported by you and/or your spouse more than 50 percent from July 1, 2025, through June 30, 2026.
- Your dependent children, if you and/or your spouse provide more than half of the support for them.
- Other people, if those people live with and receive more than half of their support from you and/or your spouse and will continue to receive more than half of their support from you and/or your spouse during the time period from July 1, 2025 through June 30, 2026.

## Independent Student Household Chart

List the number in the household as indicated in directions on page 1. If you need more space, attach a separate page with the student's name and student ID number at the top.

| Full Name | Age | Relationship to Student |
|-----------|-----|-------------------------|
|           |     | Self                    |
|           |     |                         |
|           |     |                         |
|           |     |                         |
|           |     |                         |
|           |     |                         |
|           |     |                         |
|           |     |                         |
|           |     |                         |

## Independent Student/Spouse Income Verification

The following instructions apply to the student and (if married) their spouse. Notify the Financial Aid office if you (the student) filed separate IRS income tax returns, filed an amended return, or had a change in marital status after December 31, 2023.

Select **all** boxes that apply to you.

Student, I:

- ☐ gave consent to have my tax information transferred from the IRS using the FA-DDX tool on the FAFSA.
- ☐ have filed a 2023 income tax return. [Provide a US 2023 IRS Tax Transcript]
- ☐ did not file an income tax return and was not employed in 2023.
- ☐ did not file and was not required to file an income tax return, but was working in the United States in 2023. [Provide all 2023 IRS W-2s or a 2023 IRS Wage and Income Transcript. If self-employed, provide a 1099-MISC (net earnings did not exceed \$400 for self-employment).
- ☐ was working in a foreign nation in 2023. [Provide a signed foreign tax return or its equivalent if it can be obtained free of charge, and complete the table on page 4 listing each source of income, and submit all 2023 IRS W-2 equivalents. If unable to provide foreign tax return for free and/or W2s, you must submit a signed and dated statement explaining the tax-filing requirements of the foreign nation and why you are unable to submit these documents.]

## Spouse Income Verification

Select **all** boxes that apply to you.

Spouse, I:

- ☐ gave consent to have my tax information transferred from the IRS using the FA-DDX tool on the FAFSA.
- ☐ have filed a 2023 income tax return. [Provide a US 2023 IRS Tax Transcript]
- ☐ did not file an income tax return and was not employed in 2023.
- ☐ did not file and was not required to file an income tax return, but was working in the United States in 2023. [Provide all 2023 IRS W-2s or a 2023 IRS Wage and Income Transcript. If self-employed, provide a 1099-MISC (net earnings did not exceed \$400 for self-employment).
- ☐ was working in a foreign nation in 2023. [Provide a signed foreign tax return or its equivalent if it can be obtained free of charge, and complete the table on page 4 listing each source of income, and submit all 2023 IRS W-2 equivalents. If unable to provide foreign tax return for free and/or W2s, you must submit a signed and dated statement explaining the tax-filing requirements of the foreign nation and why you are unable to submit these documents.]

## Income Sources

Only complete the following table if you did not file taxes, but were employed in 2023.

| Employer's Name       | Total Amount Earned in 2023 from Employer | IRS W-2/1099 Attached (Y/N)?<br>If Not Attached, Why is it Not Available?   |
|-----------------------|-------------------------------------------|-----------------------------------------------------------------------------|
| Example: ABC Shipping | \$1,280                                   | <i>No – I worked in a foreign country that does not issue any such form</i> |
|                       | \$                                        |                                                                             |
|                       | \$                                        |                                                                             |
|                       | \$                                        |                                                                             |
|                       | \$                                        |                                                                             |
|                       | \$                                        |                                                                             |
|                       | \$                                        |                                                                             |

## Request IRS Documents

To get an IRS Tax Transcript, Verification of Non-filing Statement, and/or Wage and Income Transcript, you can submit a request:

- 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.

## Verification of Identity

**This section is to be completed by the Financial Aid Officer / Navigator or the Notary Public ONLY.** If unable to physically appear with a Financial Aid Officer or Notary, you may verify this information via video conference. Please reach out to your Financial Aid Officer or contact us at [financial.aid@cpcc.edu](mailto:financial.aid@cpcc.edu) for more information and to schedule a video conference.

Type of government-issued photo ID provided:  Date of Birth:

Identification Number:  Expiration Date:

Full Name as it Appears on ID:

Financial Aid Officer (if done in person or via video conference):

Date in person or video conference:

## Notary Public's Certificate of Acknowledgement

If you cannot appear in person, you will need to provide the following **via mail**:

1. A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the following notary statement, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and
2. The original Statement of Educational Purpose provided, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

State of \_\_\_\_\_ City/County of \_\_\_\_\_

On, \_\_\_\_\_, before me, \_\_\_\_\_, personally appeared,  
\_\_\_\_\_, and provided to me on basis of satisfactory evidence of identification,  
\_\_\_\_\_, to be the above-named person who signed the foregoing instrument.

Witness my hand and Official Seal

Signature of Notary: \_\_\_\_\_

My commission expires on: \_\_\_\_\_



Central Piedmont Community College's Financial Aid office will be comparing information from your Free Application for Federal Student Aid (FAFSA) with your financial documents [Student Assistance General Provisions (34 CFR, Part 668)]. If there is a difference between your FAFSA data and your financial documents, corrections to your FAFSA may be required.

## Certification and Signature

Please provide your signature. By providing your signature, you are certifying that all of the information on this form is complete and correct. You are also authorizing Central Piedmont Community College to make corrections to your original and/or subsequent applications based on the documents you are now submitting.

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

Date: \_\_\_\_\_



## 2023 Income Tax Return Information for Individuals with Unusual Circumstances

### Individuals Who Do Not Have a Social Security Number (SSN), Individual Tax Id Number (ITIN), or Employer Identification Number (EIN) and Did Not File and Were Not Required to File 2023 IRS Income Tax Return

If an individual does not have a Social Security Number, ITIN, or EIN and is unable to obtain a "Verification of Non-Filing Letter" from the IRS,

provide the following documents:"

- a) A signed and dated statement certifying that individual does not have a Social Security Number, ITIN, or EIN; and a list of the sources and amounts of earnings, and other income for 2023 year.
- b) And, if applicable, copy of IRS W-2s or an equivalent documents for each source of employment income received in 2023.

### Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS Income Tax Return for tax year 2023 must provide:

- a) A 2023 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 to be verified; **and**
- b) A signed copy of the 2023 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," filed with the IRS or documentation from the IRS that include the change(s) made by the IRS.

### Individuals Who Were Victims of IRS Identity Theft

A victim of IRS tax-related identity theft must provide:

- a) A Tax Return Database View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified, **and**
- b) A statement signed and dated by the tax filer indicating that they were 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 Guam, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico, and the U.S. Virgin Islands may provide a signed copy of their 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.

- A tax filer who filed an income tax return with the tax authority for American Samoa must provide a copy of their tax account information.
- A tax filer who filed an income tax return with tax authorities not mentioned above, i.e. a foreign tax authority, and who indicates that they are unable to obtain the tax account information free of charge, must provide documentation that the tax authority charges a fee to obtain that information, along with a signed copy of their income tax return that was filed with the relevant tax authority.

## Individuals Granted a Filing Extension by the IRS

An individual who is required to file a 2023 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2023 must provide:

- a) A copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS on or over October 1, 2023;
- b) A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2023;
- c) Verification of Non-Filing (VNF) Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2024 or a signed statement certifying that the individual attempted to obtain the VNF from the IRS and was unable to obtain the required documentation.
- d) A copy of the IRS Form W-2 for each source of employment income received or an equivalent document for tax year 2023 and,
- e) 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 2023.

An individual granted a filing extension beyond the automatic six-month extension may be required to submit tax information using the IRS Data Retrieval Tool, by obtaining a transcript from the IRS, or by submitting a copy of the income tax return and the applicable schedules that were filed with the IRS that lists 2023 tax account information.

