



Section A: Student Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ University ID(UID): \_\_\_\_\_
Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_
Student's Age: \_\_\_\_\_ Student's Last 4 of SSN: \_\_\_\_\_

Section B: Student/Spouse Family Size Information

- List name(s), age(s), SSN, etc. of spouse, if married.

Table with 4 columns: Relation, First and Last Name, Age, Last 4 of SSN. Row 1: Spouse, [blank], [blank], XXX - XX - [blank]

- List your dependent children if they live with you (or live apart because of college enrollment), they receive more than half of their support from July 1, 2026 - to June 30, 2027 from you, and they will continue to receive more than half of their support from you during the aid year.
List other people who live with you, who receive more than half their support from July 1, 2026 - June 30, 2027, from you, and who will continue to receive more than half of their support from you during the aid year.
NOTE: Do not include any unborn children in the family size.

Table with 3 columns: First and Last Name (Other Family Members), Age, Relationship to Student. Multiple empty rows for data entry.

If more space is needed, please attach a separate page.

Section C: Certification

Each person signing below certifies that all of the information reported is complete and correct. If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Signatures cannot be typed.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Spouse Signature (optional) \_\_\_\_\_ Date \_\_\_\_\_

Student Name: \_\_\_\_\_ UID: \_\_\_\_\_

**Section D: Untaxed Distributions – IRAs, Pensions, Annuities (2024 IRS Form 1040, Lines 4a and 5a minus 4b and 5b)**

Student <small>(Both student and spouse, if taxes filed jointly)</small>	Spouse <small>(If taxes are filed separately)</small>
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No IRA, Pension, Annuity Rollover

No IRA, Pension, Annuity Rollover

Yes, IRA, Pension, Annuity Rollover

Yes, IRA, Pension, Annuity Rollover

IRA \$ \_\_\_\_\_

IRA \$ \_\_\_\_\_

Pension/Annuities \$ \_\_\_\_\_

Pension/Annuities \$ \_\_\_\_\_

**Section E: Tax Filing Information for 2024**

**Student must complete this section**

Student filed a 2024 tax return. Submit one of the following types of tax documentation and continue spouse information.

- Use Direct Data Exchange already provided on the 2026-2027 FAFSA
- Send a copy of the 2024 Federal IRS Tax Return Transcript
- Send hand-signed, 2-page copy of Federal IRS Form 1040 Tax Return; include schedules 1 & 3

The student did not file AND **was not required** to file a 2024 income tax return with the IRS.

NOTE: By completing this document, you certify that you have not filed and are not required to file a 2024 income tax return, and have listed all income earned from work, other income, and resources for the 2024 tax year. Non-tax filers must check and complete the following box(es) that apply.

Student was not employed and had no income earned from work in 2024.

Student was employed in 2024 but did not file a tax return. List all employers and the amount earned from each employer in 2024. **Include a copy of the IRS W-2 form or equivalent document.** List every employer, even if they did not issue a W-2.

Employer's Name	IRS W-2 or an Equivalent Provided?	Annual Amount Earned in 2024
<b>Total Amount of Income Earned from Work</b>		\$

Student had other income and resources for support during the 2024 tax year but did not file a tax return. List each source of income and the annual amount received in 2024.

Source of Income	Annual Amount in 2024
<b>Total Amount of Income</b>	\$

2024 student income

Student Name: \_\_\_\_\_ UID: \_\_\_\_\_ Page 3 of 3

**Spouse Section**

2024 Spouse Income

- There is no spouse in the household
- Spouse filed a 2024 tax return. Submit one of the following types of tax documentation.
  - Use Direct Data Exchange already provided on the 2026-2027 FAFSA
  - Send a copy of the 2024 Federal IRS Tax Return Transcript
  - Send hand-signed, 2-page copy of Federal IRS Form 1040 Tax Return; include schedules 1 & 3
- The student's spouse did not file AND was not required to file a 2024 income tax return with the IRS.  
 NOTE: By completing this document, you certify that you have not filed and are not required to file a 2024 income tax return, and have listed all income earned from work, other income, and resources for the 2024 tax year. Non-tax filers must check and complete the following box(es) that apply.

Student's spouse was not employed and had no income earned from work in 2024.

Student's Spouse was employed in 2024 but did not file a tax return. List all employers and the amount earned from each employer in 2024. **Include a copy of the IRS W-2 form or equivalent document.** List every employer, even if they did not issue a W-2.

Employer's Name	IRS W-2 or an Equivalent Provided?	Annual Amount Earned in 2024
<b>Total Amount of Income Earned from Work</b>		\$

Student's Spouse had other income and resources for support during the 2024 tax year but did not file a tax return. List each source of income and the annual amount received in 2024.

Source of Income	Annual Amount in 2024
<b>Total Amount of Income</b>	\$



### Tips for Completing the Verification Worksheet

Verification is a process required by the U.S. Department of Education to confirm that the information reported on the FAFSA is accurate. The U.S. Department of Education randomly selects students for this process. The Office of Financial Aid begins verifying FAFSA information after receiving all requested forms and documentation.

See the Verification Worksheet for the corresponding sections B, D, and E below.

### Section B. Student/Spouse Family Size Information:

- When determining if you provide more than half support for dependent children or other persons, support includes housing, utilities, cell service, transportation, food, clothing, medical, childcare, and personal expenses.
- Do not include foster children for whom the parent(s) received a 50% or more subsidy.

### Section D: Untaxed Distributions from IRAs, Pensions, Annuities

**Untaxed IRA Distributions** = 2024 IRS Tax Form 1040 (line 4a minus line 4b)

**Untaxed Pensions and Annuities** = 2024 IRS Tax Form 1040 (line 5a minus line 5b)

**NOTE:** If the student's and/or spouse's tax return(s) show a **ROLLOVER** for all or part of the untaxed amount (calculated above), check the box for IRA/Pension Rollover on the Verification Worksheet and add the rolled over amount to the worksheet.

### Section E: FAFSA Requirements for the Student and/or Spouse Who DID FILE a 2024 Tax Return

**Provide official tax information → 3 options:**

- 1.) Use the Direct Data Exchange on the FAFSA to transfer tax information
- 2.) Obtain the \*IRS Tax Return Transcript for 2024 and submit a copy to Enrollment Services
- 3.) Submit a copy of the 2024 tax return, Form 1040, that was filed with the IRS
  - ✓ Requires taxpayer signature or signature/credentials of a tax professional who prepared the return
  - ✓ Must also submit copies of Schedules 1 & 3, if any of them were used for the tax return

### Section E: FAFSA Requirements for the Student and/or Spouse Who DID NOT FILE a 2024 Tax Return

**Student/spouse who earned money from work in 2024 but did not file a tax return:**

Sometimes wage earners do not earn enough to require them to file a tax return, or their income is not taxable.

**For earnings from work → two steps:**

- 1.) Must provide copies of all W-2s for 2024 (or the IRS Wage & Income Transcript)
- 2.) On the Verification Worksheet, list the names of all employers and amounts earned for 2024, even if the employer did not issue a W-2.

### RESOURCES

<b>*IRS Tax Transcripts, Wage &amp; Income Transcript</b>	Get Transcript Online – Go to <a href="http://www.irs.gov">www.irs.gov</a> , click "Get Your Tax Record." Click "Sign in to your online account." Make sure to request the "Return Transcript" and NOT the "Account Transcript." Follow the instructions to create an ID.me account if you do not already have one. If you need help creating an ID.me account or verifying your identity, visit the <a href="https://help.id.me/hc/en-us/articles/8214940302999-IRS-and-ID-me">https://help.id.me/hc/en-us/articles/8214940302999-IRS-and-ID-me</a> . For other ways to obtain Transcripts, please visit our <a href="#">resource section</a> on our Website.
<b>Financial Aid Dashboard on Wings</b>	Track verification status on student's Financial Aid Dashboard on WINGS. The student will be contacted if more information is needed.
<b>Deadline and Processing Timeframes</b>	<a href="https://www.wright.edu/enrollment-services/financial-aid/important-dates">https://www.wright.edu/enrollment-services/financial-aid/important-dates</a>