

2025-2026 VERIFICATION FORM - DEPENDENT STUDENT

Student Name	_____			Student ID	_____
	Last	First	MI		
Student Date of Birth	_____				
Student Telephone #	() _____		Student email	_____	
Parent Telephone #	() _____		Parent email	_____	

Complete and sign this verification form and return it to Student Financial Services (SFS) as soon as possible so that your financial aid won't be delayed. If you have any questions, please contact Student Financial Services staff at (570) 372-4450.

The U.S. Department of Education has selected your FAFSA for review in a process called "verification." SU is required to collect information in this format to confirm that you have entered correct information on your FAFSA. Your financial aid cannot be processed until all requested information is received. Failure to complete verification by the last enrolled day of the award period will result in a loss of aid. This review must be conducted under the financial aid program rules (34 CFR, Part 668). **Please note that the Verification process will not be complete until all required documentation is received.**

Instructions: Complete this section if the parents filed or will file a 2023 IRS income tax return(s). As part of federal student aid eligibility, parents and students will be required to consent and approve sharing and importing income and tax information from the IRS, using the Direct Data Exchange (DDX), to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the parents filed separate 2023 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. **In most cases, no further documentation is needed to verify 2023 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.**

If 2023 income tax return information for the parents was not available or could not be used, the parents 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.

A 2023 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by Mail** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and NOT the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript Online** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and NOT the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

FAMILY INFORMATION

List the people in your parent's household. Include the following:

- The student.
- The student's parents, even if the student is not living with them. Exclude a parent who has died or is not living in the household because of separation or divorce. Include a parent who is on active duty in the U.S. Armed Forces apart from the family.
- The student's siblings if the following are true:
 - They live with the student's parents (or live apart because of college enrollment),
 - They receive more than half of their support from the student's parents, and
 - They will continue to receive more than half their support from the student's parents during the award year.
- Other persons if the following are true:
 - They live with the student's parents,
 - They receive more than half of their support from the student's parents, and
 - They will continue to receive more than half their support from the student's parents during the award year.

The provided criteria for "dependent children" or "other persons" align with the requirement that family size align with whom the parent could claim as a dependent on a U.S. tax return if the parent were to file a U.S. tax return at the time of completing the 2025-2026 FAFSA. As a result, unborn children should not be included in the family size.

Full Name	Age	Relationship	College
		Self (You/Student)	Susquehanna University

TAX FILING AND INCOME INFORMATION

Student: Were you required to file a 2023 Federal Income Tax Return? Check **one box** below.

- ☐ **YES.** You must provide income information on the FAFSA using the DDX, OR provide an IRS tax return transcript, OR provide a signed copy of your 2023 federal tax return including supporting schedules, forms, and w-2's. ****Do NOT sign and date under the "NO" statement if checking "YES"****
- ☐ **NO.** Sign at the end of the following statement, complete the table below, and attach all W-2s: **I certify that I did not and will not file a federal tax return for calendar year 2023. I further certify that I have given accurate and complete account of all taxable earnings and non-taxable benefits. I have included money received or paid on my behalf during calendar year 2023.**

Student signature: _____ Date: _____

Employer name	2023 Wages

STUDENT NAME: _____

Parent(s): Were you required to file a 2023 Federal Income Tax Return? Check **one box** below.

- ☐ **YES.** You must provide income information on the FAFSA using the DDX, OR provide an IRS tax return transcript, OR provide a signed copy of your 2023 federal tax return including supporting schedules, forms, and w-2's. ****Do NOT sign and date under the "NO" statement if checking "YES"****
- ☐ **NO.** Sign the following statement, complete the table below and attach all W-2s. You must also provide a Confirmation of Non-Filing from the IRS by submitting Form 4506-T to the IRS (check box 7). **I certify that I did not and will not file a federal tax return for calendar year 2023. I further certify that I have given accurate and complete account of all taxable earnings and non-taxable benefits. I have included money received or paid on my behalf during calendar year 2023.**

Parent signature: _____ Date: _____

Employer name	2023 Wages

CERTIFYING SIGNATURES

We 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 Signature

Date

Parent Signature

Date

Please return by US mail or email:

Student Financial Services
Susquehanna University
514 University Ave.
Selinsgrove, PA 17870

sfs@susqu.edu