

# Westminster College

## 2025-2026 Verification Worksheet (V5)

Your FAFSA application was selected for review in a process called "Verification". In this process, we are required to compare information from your FAFSA with copies of your, your spouse's (if married), or your parents' (if you are dependent) 2023 federal tax return transcripts, or if not filing taxes with W-2 forms or other financial documents. (Please see enclosed letter for documents required) Federal regulations require us to collect this information before disbursing any federal aid. If there are differences between your FAFSA and the verification documents, we will submit the corrections to the federal student aid processor for reprocessing.

### A. Student Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Contact Phone # \_\_\_\_\_

### B. Family Information (If more space is needed, please attach a separate page with the student's name and Student ID Number at the top.)

List the people living in your household between July 1, 2025 – June 30, 2026: **If a Dependent Student, include:**

#### **If an Independent Student, include:**

- Yourself and your spouse (if you are married)
- Your dependent children and others, if you provide more than half of their support

- Yourself & parent(s) you live with (include stepparent)
- Your parents' dependent children and others, if your parents will provide more than half of their support or if the children would be required to provide parent information when applying for Federal Aid.

Full Name (Student and Family Members)	Age	Relationship to Student	College Name (if enrolled at least half-time in 2025-2026) Note: Do not include parents in college
		Self	Westminster College

### C. Tax Return Transcript & Income Information **\*\*Please refer to instructions on the back of this form\*\***



#### Student (and Spouse, if applicable)

Check the box that applies:

- ☐ I transferred my federal tax information from the Internal Revenue Service when FAFSA application was completed on <https://fafsa.gov>.
- ☐ I have attached a copy of my 2023 IRS Federal Tax Return Transcript that was requested from the IRS or **Signed Copy of my 2023 Federal Tax Return to include all applicable schedules and W-2(s).**
- ☐ I am not required to file a 2023 Federal income tax return. **Attached are copies of my 2023 W-2 forms or statement of income received if no W-2(s) were received from my employer(s).**
- ☐ I am not required to file a 2023 Federal income tax return. **I earned no income in 2023.**

#### Parent(s) of dependent students

Check the box that applies:

- ☐ My Parents have transferred their federal tax information from the Internal Revenue Service when FAFSA application was completed on <https://fafsa.gov>.
- ☐ My parent(s) have attached a copy of their 2023 IRS Federal Tax Return Transcript that was requested from the IRS or a **Signed Copy of their 2023 Federal Tax Return to include all applicable schedules, form 8863 (if applicable) and all W-2(s).**
- ☐ My parent(s) are not required to file a 2023 Federal income tax return. **Attached are copies of my parent(s) 2023 W-2 forms or statement of income received if no W-2(s) along with a signed/dated statement certifying that they were not required to file a 2023 income tax return**
- ☐ My parent(s) are not required to file a 2023 Federal income tax return. **My parent(s) earned no income in 2023 and are providing a signed/dated statement certifying that they are not required to file a 2023 income tax return.**

By signing this worksheet, I (We) certify that all the information reported on this worksheet is complete and correct.  
(For dependent students, the student and at least one parent must sign).

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent signature (Dependent Students Only)

\_\_\_\_\_  
Date

### Use the IRS Direct Data Exchange Process

This process can be used when completing or correcting the FAFSA application. You will be required to give your consent to have your 2023 federal income tax information uploaded from the Internal Revenue Service (IRS) into the FAFSA. This is available to the student and/or parent tax filer within 2 to 3 weeks after electronically filing your 2023 Federal income tax return (6-8 weeks if the tax return is filed by paper) and paying your IRS tax liability, if applicable. This is the fastest, easiest and most accurate method to include your final 2023 Federal income tax information on the FAFSA.

### **OR** You May Use the IRS Tax Return Transcript Request Process

2023 Federal income tax filers (students and parents) who elect not to use the IRS Data Retrieval Process or do not qualify to use the IRS Data Retrieval Process must submit a 2023 IRS Tax Return Transcript to the Student Financial Planning Office. To request a return transcript free of charge from the IRS, select the one of the following methods. Your 2023 Federal income tax return must be accepted by the IRS and you must have paid your 2023 IRS tax liability, if applicable, before you may request a transcript.

#### **On-line:**

1. Go to [www.irs.gov](http://www.irs.gov)
2. Click on “**Get your tax record**”.
3. You may click on the “**Get transcript online**” blue box and follow the instructions that will allow you to print out **2023** return transcript(s) immediately **OR**
4. You may click on the “**Get transcript by mail**” blue box and enter the tax filer’s Social Security Number, date of birth, street address, and zip code. (Be sure to use the **exact** address currently on file with the IRS). Click Continue; under Select Transcript Type choose, “**Return Transcript**” and under Select Tax Year, select “**2023**”. If successfully validated, tax filers can expect to receive paper IRS Tax Transcript(s) in the mail within 5 – 10 days **OR**
5. By Automated Telephone Request by dialing 1-800-908-9946 and following the prompts. Transcript is generally received within 5-10 business days from the IRS’s receipt of the telephone request.

*\*\*If you are unable to obtain the required 2023 Federal Tax Return Transcript(s) by using one of the above methods you will need to contact the IRS at 1-800-829-1040, then choose option #1, option #2, option #1, option #2 or visit your local Internal Revenue Service Office to obtain a copy.*

### Process for Parent Non-Tax Filers

Parents who are not required to file 2023 Federal income taxes **must provide a signed statement certifying that they were not required to file a 2023 federal income tax return; along with copies of all 2023 W-2(s). If no W-2s they must include a statement listing the sources and amounts of earnings, other income, and resources that supported them for the 2023 tax year.**

#### **Please send this documentation to:**

**Westminster College  
Attn: Financial Aid Office  
501 Westminster Avenue  
Fulton, MO 65251**

