

## 2025-2026 Parent Verification Worksheet

Student's Last Name      First Name      MI      Student's Identification (ID) Number

Student's Date of Birth

Student's Email Address

### Number of Household Members

List below the people in the student's household. Include:

- The student
- The student's parents (or step-parent, if applicable), 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 all of 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" mirror the requirement that family size align with those 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, the parent should not include any unborn children in the family size.

If more space is needed, provide a separate page with the student's name and ID number at the top.

## Verification of 2023 Income Information for Parents

**Complete part A if you filed a 2023 tax return; complete part B if you did not file a tax return.**

### **A. Tax return filers**

**Important Note:** The instructions below apply to each parent (or stepparent, if applicable) included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2023 or had a change in marital status after December 31, 2023.

**Instructions:** Complete this section if the parents filed or will file a 2023 IRS income tax return. As part of Federal student aid eligibility, parents will be required to consent and approve sharing and importing income and tax information from the IRS 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 via the FA-DDX.

**If 2023 income tax return information for the parents was not transferred via the FA-DDX and considered verified, the parents should provide the institution with the 2023 IRS Tax Return Transcript(s) or a signed copy of the 2023 income tax return and applicable schedules.**

**Check the box that applies:**

2023 income tax return information for the parents was transferred via FA-DDX

2023 income tax return information for the parents was not transferred via FA-DDX. I understand that a Tax Return Transcript or signed copy of the 2023 income tax return must be provided.

**A 2023 IRS Tax Return Transcript** may be obtained through:

- **Get Transcript by Mail** – Go to [www.irs.gov](https://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](https://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript Online." 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 ID.me IRS Help Site (<https://help.id.me>)
- **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.

## **B. Non -Filer**

The instructions and certifications below apply to each parent (or stepparent, if applicable) included in the household. Complete this section if the student and spouse will not file and are not required to file a 2023 income tax return with the IRS. Note: If amount earned from work is greater than \$13,850 if single, \$27,700 if married under 65, or \$27,700 if widow(er) with a dependent child then you are required to file and must submit an IRS Tax Return Transcript or use the IRS Data Retrieval link in your FAFSA. For more information on tax filing requirements, visit [www.irs.gov/publications/p17/](http://www.irs.gov/publications/p17/).

**By completing this section, I certify that neither parent has filed nor is required to file a 2023 income tax return, and all their income earned from work, other income, and resources for the 2023 tax year are listed below.**

**Check any box that applies below:**

I certify that neither parent was employed, and neither had income earned from work in 2023.

One or both parents were employed in 2023 and have listed below the names of all employers, the amount earned from each employer in 2023, and whether an IRS W-2 form is provided. [Provide copies of all 2023 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

### Total Amount of Income Earned From Work

One or both parents had other income and resources that provided support for the 2023 tax year. [List each source of income in the table below.]

If more space is needed, provide separate page with your name and ID number at the top.

## Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct.

**WARNING:** If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.

\_\_\_\_\_  
Print Parent's Name

\_\_\_\_\_  
Student's ID Number

\_\_\_\_\_  
Parent's Signature (Required)

\_\_\_\_\_  
Date

Save the completed form and return as an email attachment to the appropriate financial aid counselor listed below:

### Undergraduate students (Divided by last names)

- Students Last Names A – D  
Sherry Steelman      sbrugge@ju.edu
- Students Last Names E – K  
Bianca Johnson      bjohnso51@ju.edu
- Students Last Names L – Q  
Hannah Owens      howens2@ju.edu
- Students Last Names R – Z  
Misty Pippin      mpippin1@ju.edu