

## 2025–2026 Dependent Verification Worksheet

Elms College • Financial Aid Office • 291 Springfield Street, Chicopee, MA 01013

Phone: (413) 265-2249 • Email: [finaid@elms.edu](mailto:finaid@elms.edu)

### Why am I being asked to complete this form and what are my responsibilities?

Your 2025–2026 Free Application for Federal Student Aid (FAFSA) was selected for a process called verification, which requires the Financial Aid Office to collect information from you and your family to compare to the data you reported on your FAFSA. Please provide this completed worksheet, and any financial documentation requested from you below, to the Financial Aid Office within 15 days of receipt. **WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both. If you have questions about the verification process or your specific household or financial situation, please contact the Financial Aid Office as soon as possible so that your financial aid will not be delayed.

### What are the Financial Aid Office's responsibilities?

The Financial Aid Office will use this worksheet and your financial records to compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected or we may ask for additional information. If the information you supply during the verification process should change your financial aid package, the Financial Aid Office will inform the student immediately of any and all changes.

## Section 1: Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Elms College ID Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Phone Number

## Section 2: Household Information

List all members of your household in the table below, including...

Yourselves • Your spouse (if applicable) • Your parent/stepparent (even if you do not live with them, and if you are dependent and required to report parent information on the FAFSA) • Your children, or any children of your parent/stepparent, that you or the parent will provide more than half of their support for from July 1, 2025 – June 30, 2026 (you may include any unborn children if they will be born during the school year) • Other people only if they now live with you and you (or your parents, if dependent) will provide more than half of their support and will continue to provide more than half of their support, from July 1, 2025 through June 30, 2026.

If a household member will be enrolled, at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2025 and June 30, 2026.

Full Name	Age	Relationship to Student	Name of College	Will be Enrolled at Least Half Time? (Y/N)
		Self	Elms College	

*If you need additional space, please provide information for the remaining household members on a separate sheet of paper and attach it to this completed form.*

Student's Last Name

Student's First Name

Student's M.I.

Elms College ID Number

### Section 3: Student Financial Information

**Option 1: Student filed a 2023 federal tax return and will choose one of the following:**

1. Use the Data Retrieval Tool on your 2025-2026 FAFSA at studentaid.gov (click "Link to IRS" under the Student Financial Section)
2. Submit a copy of your signed and dated 2023 tax return to the Financial Aid Office (if the student is married and their spouse filed separate IRS income tax returns for 2023 please submit both returns)
3. Request a copy of your 2023 IRS Tax Return Transcript on <https://www.irs.gov/individuals/get-transcript> or by calling the IRS at 1-800-908-9946

Please note: If you filed a 2023 Amended U.S. Individual Income Tax Return you will also need to provide the Financial Aid Office with a copy of your signed and dated Form 1040X.

**Option 2: Student did not file a 2023 federal tax return and will complete the following table:**

Employer's Name	2023 Amount Earned	W-2 Provided to Financial Aid Office?
Suzy's Auto Body Shop (example)	\$2,000.00	Yes
Total Amount of Income Earned from Work in 2023	\$	

If you did not earn any wages in 2023, please indicate "N/A" in the table – do not leave any blanks spaces.

If you misplaced your 2023 W-2(s), you may request a 2023 Wage and Income Transcript on <https://www.irs.gov/individuals/get-transcript> or by calling the IRS at 1-800-908-9946.

### Section 4: Parent Financial Information

#### Dependent Students Only (parent information required on FAFSA)

**Option 1: Parent filed a 2023 federal tax return and will choose one of the following:**

1. Use the Data Retrieval Tool on your 2025-2026 FAFSA at studentaid.gov (click "Link to IRS" under the Parent Financial Section)
2. Submit a copy of your parent's (and stepparent's, if applicable) signed and dated 2023 tax return to the Financial Aid Office.
3. Request a copy of your parent's 2023 IRS Tax Return Transcript on <https://www.irs.gov/individuals/get-transcript> or by calling the IRS at 1-800-908-9946

Please note: If your parent filed a 2023 Amended U.S. Individual Income Tax Return they will also need to provide the Financial Aid Office with a copy of their signed and dated Form 1040X.

**Option 2: Parent did not file and is/was not required to file a 2023 federal tax return, and will complete the following table:**

Employer's Name	2023 Amount Earned	W-2 Provided to Financial Aid Office?
Suzy's Auto Body Shop (example)	\$2,000.00	Yes
Total Amount of Income Earned from Work in 2023	\$	

If your parent(s) did not earn any wages in 2023, please indicate "N/A" in the table below – do not leave any blanks spaces.

If your parent(s) misplaced their 2023 W-2(s), they may request a 2023 Wage and Income Transcript on <https://www.irs.gov/individuals/get-transcript> or by calling the IRS at 1-800-908-9946.

### Section 5: Certification and Signatures

Each person signing this worksheet certifies that all the information reported is complete and correct. If student is dependent, the parent whose information was reported on the FAFSA must sign and date.

\_\_\_\_\_  
Student's Signature (electronic signature is not acceptable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (required if student is dependent)  
(electronic signature is not acceptable)

\_\_\_\_\_  
Date