HOUGHTON UNIVERSITY

VERIFICATION WORKSHEET
DEPENDENT STUDENT
2027-2028

Please return to: **Student Financial Services Office**
Houghton University | One Willard Avenue | Houghton, NY 14744

Your 2027-2028 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal law states that before awarding federal student aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information, the financial aid administrator at your school will 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. You and at least one parent must complete, sign, and submit this worksheet and any other required documents to the financial aid office. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

A. STUDENT INFORMATION

Student's Last Name:_____ First Name:_____ Student ID: _____ DOB:_____

Street Address:_____ City:_____ State:_____ ZIP:_____

Home Phone Number: _____ Cell Phone Number:_____ Email:_____

B. FAMILY INFORMATION

List the people in your parent(s)' household, including:

- 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 2027-2028 FAFSA. As a result, the parent should not include any unborn children in the family size.

Full Name	*Age*	*Relationship*	*University*	*Will be enrolled at least half time*
Missy Jones (example)	*18*	*Sister*	*Central University*	*Yes*
		Self		

C. STUDENT'S TAX FORMS AND INCOME INFORMATION

Check the box that applies:

- ❑ The student **filed 2025 taxes and has used the IRS Data Retrieval Tool** to retrieve and transfer 2025 IRS income information into the student's FAFSA.
- ❑ The student **filed 2025 taxes and has not yet used the IRS Data Retrieval Tool**, but **will use** the tool to retrieve and transfer 2025 IRS income information into the student's FAFSA (see enclosure).
- ❑ The student **filed 2025 taxes and have attached** a copy of the *signed* 2025 IRS Tax Return.
- ❑ The student **filed 2025 taxes and has requested** a 2025 IRS Tax Return Transcript (see enclosure).
- ❑ The student was **not employed** and had no **earned** income in 2025.
- ❑ The student was employed in 2025, but was **not required to file taxes**. List below the names of all the student's employers, and the amount earned from each employer in 2025 Attach copies of all 2025 IRS W-2 forms issued to the student by employers. If you did not receive a W-2, please attach a signed explanation.

Complete this section only if you did NOT file taxes.

Employer's Name	2025 Amount Earned
Joe's Auto Body Shop (example)	$2000.00

D. PARENTS' TAX FORMS AND INCOME INFORMATION

Check the box that applies:

- ❑ The student's parent(s) **filed 2025 taxes and have used** the IRS Data Retrieval Tool to retrieve and transfer 2025 IRS income information into the student's FAFSA.
- ❑ The student's parent(s) **filed 2025 taxes and have not yet used the IRS Data Retrieval Tool**, but **will use** the tool to retrieve and transfer 2025 IRS income information into the student's FAFSA (see enclosure).
- ❑ The student's parent(s) **filed 2025 taxes and have attached** a copy of the *signed* 2025 IRS Tax Return.
- ❑ The student's parent(s) **filed 2025 taxes and have requested** a 2025 IRS Tax Return Transcript (see enclosure).
- ❑ The student's parent(s) **were not employed and had no income earned from work in 2025**, and are providing **IRS Proof of Non-filing** (see enclosure).
- ❑ The student's parent(s) were employed in 2025, but **not required to file taxes**. List below the names of all the parent(s)' employers, and the amount earned from each employer in 2025. Attach copies of all 2025 IRS W-2 forms issued to the parent by employers. If you did not receive a W-2, please attach a signed explanation. **Provide IRS Proof of Non-filing.**

Complete this section only if you did NOT file taxes.

Employer's Name	2025 Amount Earned
Joe's Auto Body Shop (example)	$2000.00

E. CERTIFICATION AND SIGNATURES

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent must sign and date. ***WARNING: If you purposely give false information on this worksheet, you may be fined, be sentenced to jail, or both.***

Student's signature _____ Date _____

Parent's signature _____ Date _____