



University of Saint Francis
Office of Financial Aid
2701 Spring Street
Fort Wayne IN 46808
(260) 399-8003 finaid@sf.edu

2025-2026 Dependent Verification Worksheet

Your 2025–2026 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your contributor(s) 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 will be corrected. You and at least one contributor must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Upon review, your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

Step 1: Dependent Student Information

Last Name

First Name

Student ID Number

Date of Birth

Permanent Address

City

State

Zip

Permanent Phone Number (include area code) Cell Phone Number (include area code) Email Address

Step 2: Student's Family

Size

Include:

- Parent and their spouse – if your parents do not live together, please list the parent that provided the most financial support over the past year, can include child support for student. If that parent is married, include your stepparent.
- you
- Your parent(s)' other dependent children if your parent(s) will provide more than half of their support from July 1, 2025, through June 30, 2026, even if they do not claim them on their 2023 federal income tax return
- Other people only if they now live in your parent(s)' household and your parent(s) will provide more than half of their support from July 1, 2025, through June 30, 2026

Full Name	Age	Relationship
		Self

Step 3: Income Verification – check mark for BOTH student and contributor(s)

Student/Parent/Spouse/Stepparent

			I/we had to manually update Fed tax info. Attach a 2023 IRS Tax Return Transcript(s) or a signed copy of the 2023 Fed income tax return and applicable schedules 1,2, or 3
			I/we certify that I/we did not file, will not, and am/are not required to file a 2023 U.S. Fed Income Tax Return.
			I/we consented to import IRS tax information.

***IMPORTANT: fill out for any student or parent(s) that DID NOT file 2023 taxes**

Copies of all W-2 forms must be submitted along with the employer info listed below. *List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and SSN at the top.*

Employer’s Name	2023 Amount Earned	IRS W-2 Attached?
Suzy’s Bakery (example) - Use only if you did not file taxes but had income	\$2,000.00 (example)	Yes (example)

Step 4: Certification and Signature

By signing this worksheet, I certify that all information provided on this form and the attached documentation is true and complete to the best of my knowledge.

Warning: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

***Note – a typed signature cannot be accepted.**

Print Student’s Name

Student’s ID Number

Student Signature

Date

Parent Signature

Date