



## V5 Verification Worksheet – Dependent Student

### Section 1:

Section 1 must be completed with review of your government-issued, unexpired photo ID either in person with a member of Hollins staff or a video call. For other methods of identification review, please contact us at [sfa@hollins.edu](mailto:sfa@hollins.edu).

#### **Student Information:**

\_\_\_\_\_  
Student Last Name      First Name      M.I.

\_\_\_\_\_  
Student Last Four SSN

\_\_\_\_\_  
Student Permanent Street Address (include apt. no.)

\_\_\_\_\_  
Student Date of Birth

\_\_\_\_\_  
City      State      Zip Code

\_\_\_\_\_  
Student Email Address

By signing below, you are confirming that the government issued unexpired, photo ID has been issued directly to you and is a valid form of identification. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sent to prison, or both.**

\_\_\_\_\_  
Student Signature (Required)

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

#### **For Financial Aid Office use only:**

ID form used \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Printed Name of Reviewer: \_\_\_\_\_

Signature of Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 2:

Your 2025–2026 FAFSA was selected by the U.S. Department of Education for review in a process called *verification*. The law states that before awarding federal student aid we should ask you to confirm the information you and your parent(s) reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid office at Hollins University. We may ask for additional information. If you have questions about this process, please contact us as soon as possible so that your financial aid will not be delayed.

### A. DEPENDENT STUDENT'S INFORMATION

Student's Last Name	Student's First Name	Student's M.I.	Student's Social Security Number
Student's Permanent Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)			Student's Cell Phone Number

### B. DEPENDENT STUDENT'S FAMILY SIZE

Family Size Includes the Following:

- The student
- The student's parents (or stepparent, 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 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 of 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, attach a separate page with the student's name and ID number at the top.*

Full Name	Age	Relationship
Missy Jones (example)	18	Sister
		Self

## C. DEPENDENT STUDENT'S INCOME INFORMATION TO BE VERIFIED

### 1. TAX RETURN FILERS:

Complete this section if the student filed or will file a 2023 IRS income tax return. As part of federal student aid eligibility, students 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 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 student was not transferred via the FA-DDX and considered verified, the student should provide the institution with a **2023 IRS Tax Return Transcript(s) or a signed copy of the 2023 income tax return and all applicable schedules.**

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

- *Get Transcript by Mail* – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Tax 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](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Tax 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.
- *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

Check the box that applies:

- ☐ Check here if a **signed** IRS tax return transcript(s) or income tax return and applicable schedules are attached to this worksheet.
- ☐ Check here if a **signed** IRS tax return transcript(s) or income tax return and applicable schedules will be submitted to Hollins University soon.

### 2. TAX RETURN NON-FILERS:

The instructions and certifications below apply to the student. Complete this section if the student will not file and is not required to file a 2023 income tax return with the IRS..

Check the box that applies:

- ☐ The student was not employed and had no income earned from work in 2023.
- ☐ The student was employed in 2023 and has listed below the names of all the student's employers, the amount earned from each employer in 2023, and whether an IRS W-2 form or an equivalent document is provided. Provide copies of all 2023 IRS W-2 forms issued to the student by their employer. List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	IRS W-2 or Equivalent Document Provided?	Annual Amount Earned in 2023
(Example) ABC's Auto Body Shop	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

**Student non-filers must provide a signed and dated statement certifying that the individual has not filed and is not required to file a 2023 income tax return, and list all income earned from work, other income, and resources for the 2023 tax year.**

- D. Parent's Income Information to Be Verified \*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.

### 1. TAX RETURN FILERS:

Complete this section if the parents filed or will file a 2023 IRS income tax return(s). 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 a **2023 IRS Tax Return Transcript(s)** or a signed copy of the 2023 income tax return and all applicable schedules.

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

- **Get Transcript by Mail** – Go to [www.irs.gov](http://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](http://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.
- **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

**Check the box that applies:**

- ☐ Check here if a **signed** IRS tax return transcript(s) or income tax return and applicable schedules are attached to this worksheet.
- ☐ Check here if a **signed** IRS tax return transcript(s) or income tax return and applicable schedules will be submitted to Hollins University soon.

### 2. TAX RETURN NON-FILERS:

The instructions and certifications below apply to each parent (or stepparent, if applicable) included in the household. Complete this section if the parent(s) will not file and are not required to file a 2023 income tax return with the IRS.

**Check the box that applies:**

- ☐ Neither parent was employed nor had any 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 or an equivalent document is provided. Provide copies of all 2023 IRS W-2 forms issued to the parent(s) by their employer. 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 your name and ID number at the top.*

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2023
(Example) ABC's Auto Body Shop	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

- ☐ One or both parents had other income and resources that supported us for the 2023 tax year. List each source of income in the table below. *If more space is needed, provide a separate page with your name and ID number at the top.*

Source of Income	Annual Amount in 2023
(Example) Rental Property	\$4,500.00
Total Amount of Income	\$

**Parents who are non-filers must provide a signed and dated statement certifying that the individual has not filed and is not required to file a 2023 income tax return, and list all income earned from work, other income, and resources for the 2023 tax year.**

## E. CERTIFICATION AND SIGNATURES

Each person signing below certifies that all of the verification documents submitted with this certification are complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

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

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student ID Number

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

### **Additional Notes:**

An individual who filed an amended federal income tax return for tax year 2023 must provide a signed copy of the 2023 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS, that includes the change(s) made by the IRS, in addition to the tax documentation requested on pages 2 or 3 of this worksheet.

An individual who was the victim of IRS tax-related identity theft must provide:

- A copy of the signed 2023 income tax return and applicable schedules the individual filed with the IRS, or an equivalent document provided by the IRS; and
- An IRS 4674C letter (a letter from the IRS acknowledging the identity theft) or a statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft, and the IRS is aware of it.

An individual who is required to file a 2023 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2023, must provide:

- A signed statement listing the sources of any 2023 income and the amount of income from each source;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2023;
- A copy of IRS Form W-2 for each source of employment income received or an equivalent document for tax year 2023; and
- If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2023.

A tax filer who filed an income tax return with a tax authority other than the IRS may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.

***Submit this worksheet to the Financial Aid Office at Hollins University.***