



2025-2026 Dependent Verification V5 Worksheet

Your 2025-2026 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. 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 and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. 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.

What to do:

- ❖ If you did not use the Federal Tax Information Approval (FTI) to complete your FAFSA, request a 2023 IRS tax transcript for yourself (if taxes filed for 2023, and your spouse (if married). See instructions (last page) on how to request a 2023 IRS tax return transcript.
- ❖ Statement for Educational Purpose form.
You must appear in person at the KSU Financial Aid office to sign the Identity Statement. If you cannot appear in person, please take the form to a Notary to have it notarized and submit a copy of your identification document. Please note: the notarized form must be mailed to the school.
- ❖ All parties involved must complete and sign this form. Leave no spaces blank.
- ❖ Submit completed form and all attached documents (if any) to Financial Aid office.

A. Student's Information

Student's Last Name First Name M.I.

Student's Identification (ID) Number

Student's 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)

Alternate Phone Number (i.e. Cell)

B. Members in Household (You must list all members in your household)

- For dependent students:** List yourself, your parent(s) (including stepparent) even if you do not live with your parent(s). Your parent(s)' children or others if your parent(s) will provide more than half of their support from July 1, 2025 through June 30, 2026 or if the other children would be required to provide parental information if they were to complete a FAFSA for 2025-2026.

Include the name of the college for any household member(s), who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2025, and June 30, 2026. **DO NOT INCLUDE PARENTS ENROLLED IN COLLEGE.** *If more space is needed, attach a separate page with the student's name and student ID at the top.*

<i>Full Name</i>	<i>Age</i>	<i>Relationship</i>	<i>College Name</i>	<i>Enrolled at least halftime?</i>
		<i>self</i>	<i>Kentucky State U.</i>	

Student's name: _____

Student's ID: _____

C. *Income Information to be Verified for Student*

1. **TAX RETURN FILERS - Please check all boxes that apply:**

- ☐ Used FAFSA FTI Approval for: ☐ Student
- ☐ Attached 2023 IRS tax return transcript for: ☐ Student
- ☐ Tax Return filer with Unusual Circumstances- **NOTE:** See instructions (last page) on how to request information on a 2023 Unusual Circumstance.

TAX RETURN NONFILERS - Complete this section if the student will not file and is not required to file a 2020 income tax return with the IRS. Check all boxes that apply.

- ☐ No income earned from work in 2023 for: ☐ Student
- ☐ Income was earned in 2023 for: ☐ Student

Attach copies of all 2022 IRS W-2 forms issued for each person that has been checked above in #2. List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and student ID at the top.

Employer's Name	2023 Amount Earned	IRS W-2 attached?
Suzy's Auto Body Shop (example)	\$2,000.00 (example)	Yes (example)

Student’s name: _____

Student’s ID: _____

D. Income Information to be Verified for Parent(s)

1. TAX RETURN FILERS - Please check all boxes that apply:

- ☐ Used FAFSA FTI Approval for: ☐ Parent(s)
- ☐ Attached 2023 IRS tax return transcript for: ☐ Parent(s)
- ☐ Tax Return filer with Unusual Circumstances- **NOTE:** See instructions (last page) on how to request information on a 2023 Unusual Circumstance.

TAX RETURN NONFILERS - Complete this section if the student or parent(s) will not file and is not required to file a 2023 income tax return with the IRS. Check all boxes that apply.

- ☐ No income earned from work in 2023 for: ☐ Parent(s)
- ☐ Income was earned in 2023 for: ☐ Parent(s)

Attach copies of all 2023 IRS W-2 forms issued for each person that has been checked above in #2. List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student’s name and student ID at the top.

Employer’s Name	2023 Amount Earned	IRS W-2 attached?
Suzy’s Auto Body Shop (example)	\$2,000.00 (example)	Yes (example)

Student's name: _____

Student's ID: _____

E. Certifications and Signatures (Each person signing below certifies that all of the information reported is complete and correct.)

The student and one parent whose information was reported on the FAFSA must sign and date.

Student's Signature

Date

Parent's Signature

Date

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

Do not mail this worksheet to the U.S. Department of Education.

Submit this worksheet to the financial aid administrator at your school.

Kentucky State University, Financial Aid office

400 East Main St. ASB Suite 349, Frankfort, KY 40601, Phone: (502) 597-5960 | Fax: (502) 597-5950

You should save a copy of this worksheet for your records.

Student's name: _____ Student's ID: _____

E. Identity and Statement of Educational Purpose

**Identity and Statement of Educational Purpose
(To Be Signed At the Institution)**

INSTRUCTIONS: The student must appear in person at Kentucky State University (KSU) to verify his/her identity by presenting valid government-issued photo identification (ID), such as driver's license, other state-issued ID, or passport. If the student cannot appear at KSU in person, please have this form notarized.

Statement of Educational Purpose

I certify that I _____ am the individual signing this
(Print Student's Name)

Statement of Educational Purpose and that the federal student financial assistance

I may receive will only be used for educational purposes and to pay the cost of attending **Kentucky State University** for 2025-2026.

(Student's Signature)

(Date)

If the student is unable to appear in person at **Kentucky State University** to verify his or her identity, the student must provide:

- (a) A copy of the valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as but not limited to a driver's license, other state-issued ID, or passport; and
- (b) The original notarized Statement of Educational Purpose provided below.

Notary's Certificate of Acknowledgement

State of _____ City/County of _____

On _____, before me, _____, personally appeared, _____, and

(Date)

(Notary's name)

(Printed name of Signer)

provided to me on basis of satisfactory evidence of identification, _____ to be
(Type of government-issued photo ID provided)

who signed the foregoing instrument.

WITNESS my hand and official seal _____ My commission expires on _____
(Notary signature) (Date)

(Seal if available)

Office Use Only: Verification Group: _____ Date: _____ Init. _____ ☐ RRAAREQ Update ☐ RHACOMM Update
☐ Identity confirmation Document: _____ ☐ Copy of Identification document attached
☐ Signature/ Identity Witnessed by: _____ ☐ Original Notarized Document received on __/__/____

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the financial aid administrator at your school. Kentucky State University Financial Aid office, 400 East Main St. ASB Suite 349, Frankfort, KY 40601 finaidmail@ksu.edu, Phone: (502) 597-5960, Fax: (502) 597-5950 You should make a copy of this worksheet for your records.

Student's name: _____

Student's ID: _____

Using The Tax Transcript

If students cannot or will not use the DRT, either at initial FAFSA filing or through online corrections, you can use an IRS tax return transcript for the student, spouse, and/or parents, as applicable, to document AGI, taxes paid, and untaxed income.

Before requesting a transcript, they should allow enough time to pass after filing the return; it takes the IRS 2 to 4 weeks to process returns filed electronically and 6 to 8 weeks for mailed returns. Tax transcripts submitted to your school for verification do not need to be signed by the tax filer (but it is encouraged) unless you have reason to doubt their authenticity.

There are a few ways to request a tax return transcript: online at www.irs.gov/individuals/get-transcript, by calling 1-800- 908-9946, or by mailing the paper Form 4506-T-EZ, which can be printed from the IRS website.

The Get Transcript Online feature allows users to get the transcript in real time as a portable document format (PDF) file, which they can submit electronically to a school or print and submit as a hard copy. To use the Get Transcript Online tool, users must have:

- access to a valid email address,
- a text-enabled mobile phone in their name, and
- specific financial account numbers, such as a credit card number or an account number for a home mortgage or auto loan. The process will not cause charges to the card or the account.

See the <https://www.irs.gov/individuals/get-transcript> website for more information on the Get Transcript Service.

Unusual Circumstance

If you or your family have unusual circumstances that should be taken into account, contact Kentucky State University financial aid office at www.finaidmail@kysu.edu briefly describing what the unusual circumstance is and what year it occurred.