



## 2025-2026 INDEPENDENT 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, the Financial Aid Office may ask you to confirm the information you, and your spouse (if married) reported on your FAFSA. To verify that you provided correct information, the Financial Aid Office 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 must complete and sign this worksheet, attach any required documents, and submit this form and the required documents to the Financial Aid Office.

### A. Student's Information

Last Name	First Name	Middle	Massasoit Student ID#
Street Address	City	State	Zip Code
			Preferred Phone Number

### B. Family Size

1. **The Student** and the **Student's Spouse** (if applicable)
2. **Dependent Children** (must meet all of the following criteria):
  - They live with the student (or live apart due to college enrollment).
  - They receive more than half of their support from the student.
  - They will continue to receive more than half of their support from the student during the award year.
3. **Other Persons** (must meet all of the following criteria):
  - They live with the student.
  - They receive more than half of their support from the student.
  - They will continue to receive more than half of their support from the student during the award year.

### Important Notes:

- The definition of **dependent children** or **other persons** must align with those the student could claim as a dependent on a U.S. tax return if they were to file one while completing the **2025-2026 FAFSA**.
- **Unborn children should not be included in the family size.**
- If additional space is needed, attach a separate page with the **student's name and ID number** at the top.

Full Name	Age	Relationship to student
		<i>Self</i>

Student Name: \_\_\_\_\_ Massasoit Student ID#: \_\_\_\_\_

### Instructions:

Complete this section if the **student and spouse** filed or will file a **2023 IRS income tax return**.

As part of federal student aid eligibility, students and spouses must **consent and approve** the sharing and importing of income and tax information from the IRS to the FAFSA form. If the student and spouse filed **separate** 2023 tax returns, **both** must provide consent and approval to share and import their income and tax information. In most cases, no further documentation is required if the student's FAFSA **successfully transfers income and tax information directly from the IRS**.

If tax return information **was not available or could not be used**, the student must provide either:

- A **2023 IRS Tax Return Transcript**, or
- A **signed copy of the 2023 income tax return** and applicable schedules.

### Verification of 2023 Income Information for Student Non-Tax Filers Instructions

- This section applies to the **student and spouse** (if married).
- Complete this section **only if** the student and spouse **did not and were not required to file** a 2023 income tax return with the IRS.

#### Step 1: Check the Appropriate Box

☐ The **student and spouse were not employed** and had **no earned income** in 2023.

☐ The **student and/or spouse were employed** in 2023 and have listed below all employers, the income earned from each, and whether an IRS W-2 form (or equivalent document) is provided.

- Attach **copies of all 2023 IRS W-2 forms** issued by employers.
- List **every employer**, even if an IRS W-2 was not issued.
- If more space is needed, attach a separate page with the **student's name and ID number** at the top.

#### Step 2: List of Employers and Income Earned in 2023

Employer's Name	IRS W-2 or Equivalent Provided?	Annual Amount Earned in 2023
Example) ABC's Auto Body Shop	yes	\$4,500.00
Total Amount Earned:		

Student Name: \_\_\_\_\_ Massasoit Student ID#: \_\_\_\_\_

### Step 3: Non-Filing Certification

Provide a **signed and dated statement** certifying that the individual:

- ✓ **Has not filed and is not required to file a 2023 income tax return.**
- ✓ **Lists all sources of 2023 income earned from work and the amount of income from each source.**

- ☐ **Check here if the non-filing statement is signed and dated.**
- ☐ **Check here if the non-filing statement will be provided later.**

### C. Certification and Signatures

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

I certify that all of the information reported on this form is complete and correct.

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

Please submit your signed and completed form, along with all requested documentation, via one of the following methods:

- Submit electronically at: <https://massasoit.edu/enrollment/paying-for-college/financial-aid/financial-aid-form-submission/>
- Mail to: Massasoit Community College, Financial Aid Office, One Massasoit Blvd, Brockton, MA 02302
- Fax to: (508) 427-1232

To ensure the protection of your personal information, please do not submit any documents with Personally Identifiable Information (PII), including your social security number, via email.

### Frequently Asked Questions and Disclosures

#### **Why was I selected for verification?**

There are various reasons why a FAFSA applicant may be selected for verification by the Department of Education, or Massasoit staff. Perhaps the FAFSA included estimates of federal income tax information and the actual information now needs to be confirmed. Or maybe the FAFSA was submitted with data that appears inconsistent or unusual, or includes the type of information that is frequently misreported. Finally, you may have been selected for verification through a random process used to get a sampling of how accurately families fill out the FAFSA.

#### **What is the deadline to submit verification paperwork for the 2025-2026 year?**

For Pell Grant applicants, the deadline for 2025-2026 has not been published, but the deadline is expected to be approximately September 18, 2026, or 120 days after the last day of the student's enrollment, whichever is earlier. Loan recipients must complete the verification and loan acceptance processes prior to ceasing enrollment as at least a half-time student.

#### **What happens if I do not provide the verification information requested?**

If you do not provide the verification documentation, you are not eligible for most federal, state, and institutional financial aid. Therefore, please submit the requested verification information promptly to avoid a delay in your financial aid application processing.

## How to Obtain a Tax Transcript from the IRS

### Get Transcript by Mail

- Visit [www.irs.gov](http://www.irs.gov).
- Click "**Get Your Tax Record**" → "**Get Transcript by Mail.**"
- Request the "**Return Transcript**" (NOT the "Account Transcript").
- The transcript is generally received within **10 business days** of the IRS processing the request.

### 2. Get Transcript Online

- Visit [www.irs.gov](http://www.irs.gov).
- Click "**Get Your Tax Record**" → "**Get Transcript Online.**"
- Request the "**Return Transcript**" (NOT the "Account Transcript").
- To use this service, you must have:
  - A **valid email address**
  - A **text-enabled mobile phone** in your name (**pay-as-you-go plans cannot be used**)
  - Specific **financial account numbers** (e.g., a credit card, mortgage, or auto loan account)
- The transcript will be available **immediately online** after completing IRS two-step authentication.

### 3. Automated Telephone Request

- Call **1-800-908-9946**.
- The transcript is generally received within **10 business days** of the IRS processing the request.

### 4. Paper Request Form

- Submit **IRS Form 4506T-EZ** or **IRS Form 4506-T**.
- The transcript is generally received within **10 business days** of the IRS processing the request.

## Individuals Who Filed an Amended IRS Income Tax Return

If you filed an **amended tax return** for **2023**, you must provide:

- 5. A **signed copy** of **IRS Form 1040X** ("Amended U.S. Individual Income Tax Return") or **IRS documentation** showing changes made by the IRS.
- 6. **One** of the following:
  - **Updated income and tax information** from the IRS on an **ISIR record** with all tax details from the original return.
  - A **2023 IRS Tax Return Transcript** (which only includes information from the original return and does not need to be signed) or any other IRS tax transcript that contains all required tax information.
  - A **signed copy** of the **2023 IRS Form 1040** and any applicable **schedules** that were filed with the IRS.

## Individuals Granted a Filing Extension by the IRS

If you were required to file a **2023 IRS income tax return** and received an **extension beyond the automatic six-month extension**, you must provide:

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

## Individuals Who Were Victims of IRS Tax-Related Identity Theft

If you were a victim of **IRS tax-related identity theft**, you must provide:

- A **Tax Return DataBase View (TRDBV) transcript** obtained from the IRS.
  - If unavailable, an **equivalent document** from the IRS or a **signed copy** of the **2023 income tax return** and applicable schedules that were filed with the IRS.
- A **signed and dated statement** from the tax filer stating:
  - They were a victim of IRS tax-related identity theft.
  - The IRS is aware of the tax-related identity theft.

## Individuals Who Filed Non-IRS Income Tax Returns

If you filed an **income tax return with a tax authority other than the IRS**, you may provide:

- A **signed copy** of the income tax return that was filed with the relevant tax authority.
- If there are concerns about accuracy, you may be required to submit a **tax account statement** from the relevant tax authority before verification can be completed.

### How to Obtain a Verification of Non-filing letter from the IRS

An IRS Verification of Non-filing Letter will provide proof from the IRS that there is no record of a filed tax form (1040) for the year you have requested. For the 2024-2025 academic year, you will be requesting a verification letter for 2023. Non-Tax filers can request an IRS Verification of non-filing, free of charge from the IRS in one of the following ways:

**Online Request @ [www.irs.gov](http://www.irs.gov):**

- Click on “Get your Tax Record,” then click “Get Transcript Online.”
- Enter Social Security Number, email address, filing status, and account numbers for loan or credit card associated with your name, and mobile phone associated with your name.
  - *If you are unable to and/or do not have accounts in your name that meet the identity validation requirements, you will need to request the form by PAPER-you CANNOT request the transcript to be mailed via the IRS website.*
- Click “Continue”
- Select “**Verification of Non-filing Letter**” and in the Tax Year field, select “**2023**”.
- If successfully validated, you will be able to view and print your IRS Verification of Non-filing Letter.

**By Paper** using IRS form 4506-T. This is the **ONLY** option for individuals who have never filed a tax return with the IRS. How to complete the IRS Form 4506-T:

- Complete lines 1 – 4, following the instructions on page 2 of the form.
- Line 3: enter the non-filer's street address and zip or postal code.
- Line 7: Select the checkbox on the right hand side for **Verification of Non-filing**.
- Line 9: Year or period requested field, enter **12/31/2023**.
- The non-filer must sign and date the form and enter their telephone number. Only one signature is required when requesting a joint IRS Verification of Non-filing Letter.
- Mail or fax the completed IRS Form 4506-T to the address (or FAX number) provided on page 2 of Form 4506-T.
- If the form 4506-T information is successfully validated, tax filers can expect to receive a paper IRS Verification of Non-filing Letter at the address provided on their request within 10 to 15 days.

Please note: Instead of a “Verification of Non-filing” letter, we can also accept any IRS document (such as a Form 13873 or Tax Account Transcript) that clearly indicates that the IRS does not have a tax return record on file for 2023.

**What happens if I and/or my spouse lived, or live, outside the U.S and cannot obtain the IRS Verification of Non-filing Letter?**

Individuals from a U.S. territory or commonwealth (Puerto Rico) or a foreign central government who are not required to file an income tax return under that taxing authority's rules must submit the following:

A signed and dated statement certifying:

- The sources and amounts of *all* of the individual(s) income in 2023, converted to U.S. dollars, **AND**
- That the individual(s) has not filed and is not required to file taxes in 2023 in his/her country, and the name of that country, **AND**
- Include with the statement, documentation from the taxing authority that the individual(s) did not file a tax return.\*\*

*\*\*If such documentation does not exist, or if the individual(s) is unable to obtain the documentation, the individual must include in his/her signed statement a certification stating that that the tax authority does not provide such documentation or that the individual was unable to obtain the documentation after contacting the tax authority.*