



2025-2026 Verification Worksheet

Your 2025-2026 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Before awarding Federal Student Aid, you must confirm the information you and your parents reported on your FAFSA. We 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 office. Additional information may be required to resolve conflicting information.

Student's Last Name	Student's First Name	MI	Student's ID Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip	Student's Email Address
Student's Phone Number		Student's Alternate or Cell Phone Number	

- 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 in 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 live continue to receive more than half their support from the student's parents during the award year.

If more space is needed, provide a separate page with the Student's Name and Student's ID number at the top.

[illegible]

C. Verification of 2023 Income Information for Student Tax Filers

Important Note: The instructions below apply to the student.

Instructions: Complete this section if the student filed or will file a 2023 IRS income tax return(s). 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 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 applicable schedules.

A 2023 IRS Tax Return Transcript may be obtained through:

- Get Transcript by Mail – Go to 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, 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.

D. Verification of 2023 Income Information for Student Non-tax Filers

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

By completing this section, I certify that I have not filed and am not required to file a 2023 income tax return, and I have listed all income earned from work, other income, and resources for the 2023 tax year.

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 have listed below the names of all employers, the amount earned from each employer in 2023, and whether an IRS W-2 form is provided. Provide copies of all 2023 IRS W-2 forms issued to the student by their employers. List every employer even if they did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	IRS W2 or an equivalent document provided?	Annual Amount Earned in 2023
(Example) ABC Auto Body Shop	Yes	\$4500

- ☐ I had other income and resources that supported us for the 2023 tax year. List each source of income.

Source of Income	Annual Amount in 2023
(Example) Rental Property	\$4500

E. Verification of 2023 Income Information for Parent Tax Filers

Important: The instructions below apply to each parent 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.

Instructions: 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 the 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 applicable schedules.**

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

- Get Transcript by Mail – Go to 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, 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](https://www.id.me/irs).
- 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.

F. Verification of 2023 Income Information for Parent Non-tax Filers

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2023 income tax return with the IRS.

By completing this document, I certify that neither parent has filed nor is required to file a 2023 income tax return, and all their income from work, other income, and resources for the 2023 tax year are listed below.

Check the box that applies:

- ☐ Neither parent was employed, and neither had 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 issued to the parents by their employers. 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 the student's name and ID number at the top.

Employer's Name	IRS W2 or an equivalent document provided?	Annual Amount Earned in 2023
(Example) ABC Auto Body Shop	Yes	\$4500

- ☐ One or both of my parents had other income and resources that supported us for the 2023 tax year. List each source of income.

Source of Income	Annual Amount in 2023
(Example) Rental Property	\$4500

G. Identity and Statement of Educational Purpose

Section G is ONLY to be completed in person at the Institution or in front of a Notary.

The student must appear in person at _____
(Name of Postsecondary Education Institution)

to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

If you cannot appear in person at Golden Gate University to sign this Statement of Educational Purpose, you will need to provide to the institution: (a) a copy of your unexpired government-issued photo identification (ID) that is acknowledged in the notary statement below, or that it is presented to a notary, such as, but not limited to, a driver's license, or state-issued ID, or passport; and (b) This Statement of Educational Purpose notarized by a public notary.

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational Purpose and that the
Print Student's Name

Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending

(Name of Postsecondary Educational Institution)

for 2025-2026.

Student's Signature	Date	Financial Aid Administrator's Signature	Date
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Notary's Certificate of Knowledge

State of _____ City/County of _____ On _____

before me, _____ personally appeared, _____
(Notary's Name) (printed name of signer)

Notary's Signature

(Date Commission Expires)

(Seal)

Please note: Per the Department of Education, you are also required to submit a copy of your unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport to the Financial Aid Office.

H. Certification and Signatures

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

Each person signing below certifies that all of the verification documents submitted with this certification are complete and correct.

The student and one parent must sign and date.

Student's Signature

Date

Parent's Signature

Date

Last Revision: 02/19/2025