



2026-2027 Verification Worksheet V5

Your application was selected by the U.S. Department of Education for a review in a process called **"Verification"**. Please complete, sign, and submit this form with any other required documentation to the Office of Student Financial Assistance.

A. Student Information

Student's Name (First, Last)

SHU Student ID #

Street Address

City

State

Zip Code

Date of Birth

Student's Email Address

Student's Primary Phone #

B. Family Information

Please review the following instructions carefully and complete the table below with the required information. Include:

1. Yourself, the student
2. Your parent of record (parental information provided on FAFSA form) OR spouse, if married.
 - Dependent students include both of your legal parents (biological and/or adoptive) if they live in the same house (regardless of marital status and gender). Include the step-parent if the parent of record is re-married.
3. Your siblings and your parents' other children OR you and your spouse's children, if applicable.
 - Dependent students include siblings, step-siblings, and other children if your parent of record will provide more than half of their support from July 1, 2026 through June 30, 2027.
 - Independent students should also include children who do not live with you if you provide more than half of their support from July 1, 2026 through June 30, 2027.
4. Other people (i.e., grandparents, cousins)
 - Dependent students include other people if they are now living with your parent of record, and your parent of record contributes over half of their support and will continue to provide over half of their support from July 1, 2026 through June 30, 2027.
 - Independent students include other people if they are now living with you or your spouse, and you contribute over half of their support and will continue to provide over half of their support from July 1, 2026 through June 30, 2027.

Table 1: Family Member Verification Table

Full Name	Age	Relationship
		Self



C. Instructions for Parent and Student Income

If you consented to enter your federal tax information (FTI) manually when completing the FAFSA, you must submit either a signed copy of your 2024 Tax Returns, with all schedules, or an IRS Tax Return Transcript for every tax filer. If your parents are married or unmarried and living together, but file their tax returns separately, signed 2024 Tax Returns, with all schedules, or 2024 IRS Tax Return Transcript are needed for both parents.

Parent Non-Tax Filers: If your parent(s) did not or will not file a 2024 IRS Tax Return, and they were not required to, you must provide a copy of their 2024 IRS Verification of Non-Filing Letter dated on or after October 1, 2025. You can obtain a 2024 Verification of Non-Filing Letter by visiting the IRS.gov website and selecting "Get My Tax Record", then clicking "Get Transcript Online". The non-filing letter is regarded as a transcript type. Additionally, you must upload copies of all 2024 W-2(s) and/or 1099(s) the student's SHUAwards portal.

D. Student Income Information

Check the box that applies:

☐ My 2024 income was reported on the FAFSA from the IRS, using the IRS Direct Data Exchange (FA-DDX).

☐ I filed a 2024 IRS Federal, Puerto Rico, or other foreign tax return but the information was not available or could not be used through the FA-DDX. This information and all schedules must be uploaded.

☐ I did not work in 2024, did not earn any income, and did not/will not /was not required to file a 2024 IRS Federal, Puerto Rico, or other foreign tax return.

☐ I earned income in 2024 but did not/will not/was not required to file an IRS Federal, Puerto Rico, or other foreign tax return. **Please fill out the chart below.**

Table 2: Student Sources of Income for Non-Filers

Student Source of Income for Non-Filers <i>Include all income earned from work or other sources.</i>	W-2/1099 Attached Yes/No?	Amount Earned in 2023
		\$
		\$
		\$
		\$

E. Parent Income Information

Check the box that applies:

☐ My parent(s) 2024 income was reported on the FAFSA from the IRS, using the IRS Direct Data Exchange (FA-DDX).

☐ My parent(s) filed a 2024 IRS Federal, Puerto Rico, or other foreign tax return but the information was not available or could not be used through the FA-DDX. This information and all schedules must be uploaded.

☐ My parent(s) did not work in 2024, did not earn any income, and did not/will not /were not required to file a 2024 IRS Federal, Puerto Rico, or other foreign tax return.

☐ My parent(s) earned income in 2024, but did not/will not/were not required to file an IRS Federal, Puerto Rico, or other foreign tax return. Please fill out the chart below.



Table 3: Parent Sources of Income for Non-Filers

Parent Source of Income for Non-Filers <i>Include all income earned from work or other sources.</i>	W-2/1099 Attached Yes/No?	Amount Earned in 2023
		\$
		\$
		\$
		\$

F. Identity and Statement of Educational Purpose

The student must appear in person at Sacred Heart University 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 following:

Identity and Statement of Educational Purpose

I certify that I _____ am the individual signing this 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 Sacred Heart University for 2026-2027.

Student's Signature

Date

If the student is **unable to appear in person at Sacred Heart University** to verify their identity, **the student may have a notary outside of the University verify their identity**. They must provide one of the forms of identification listed above in person to the notary and provide a copy of this identification to Sacred Heart University along with the above original statement of educational purpose signed and notarized below.

Notary's Certificate of Acknowledgement

State of _____ City/County of: _____

On _____, before me, _____, personally appeared, _____, and provided to me on basis of satisfactory evidence of identification _____ to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal _____
(Seal)

My commission expires on _____



G. Certification and Signatures

Each person signing this document affirms that all the data and information reported on this form and any attachments to this form are accurate and complete. I agree to provide additional documentation if requested. I further agree to notify your office of any error or omission. Also any individuals who submit W-2s that total a gross income that equals or exceeds the IRS tax filing threshold must file an income tax return before the student is eligible to receive Title IV aid. These Individuals may have to then request a Social Security Number, an Individual Taxpayer Identification Number, or an Employer Identification Number.

WARNING: Per Federal regulation, if false or misleading information is purposefully provided on this worksheet, you may be fined, sentenced to prison, or both.

If there are differences between your application and the documents you've submitted, correction may be needed. We cannot process your federal aid until verification has been completed. Please provide the required documentation within 15 days of starting school or the start of your next academic year as applicable.

Student's Signature

Date

Parent or Spouse's Signature

Date

(Typed or e-signatures are not acceptable. Please print, sign and date this document.)

For Financial Aid Office Use Only

Government ID Presented

Original Document Reviewed by (FAA Name)

FAA Signature

Date

This document may be submitted to the Office of Student Financial Assistance **ONLY** via SHUAwards (Menu > Documents & Messages > Upload it now!), secure fax, mail, or in-person as it contains personally identifiable information.

5151 Park Avenue, Fairfield, CT 06825

203-371-7980 (phone)

203-365-7608 (secure fax)