2027-2028 Verification Worksheet—Independent Student

Your 2027-2028 FAFSA was **selected by the U.S. Dept. of Education for a review process called verification**. Your financial aid will be placed on **hold** until this process is completed. You must **complete and sign this work-sheet, attach any required or requested documents, and submit them to the Financial Aid office**. If you have questions, contact the Financial Aid office as soon as possible so that your financial aid will not be delayed. We are here to help!
Questions? **Phone: (503)375-7006 Email: financialaid@corban.edu**

Student's Last Name _____ Student's First Name _____ Student's Last 4 of SSN _____

Step 1. List everyone in your household following these guidelines

Yourself (the student)

Your spouse (if married)

Your (and spouse) dependent children (even if they live apart because of college enrollment or other temporary situations). Include these dependent children **if you (and spouse) will provide more than half of their support** between July 1, 2027, and June 30, 2028.

Other people living with you (and spouse) now, if you (and spouse) will provide more than half of their support between July 1, 2027, and June 30, 2028.

First and Last Name	Age	Relationship	College Name (If applicable)	Will be enrolled at least half-time?
Mr./Mrs. Example Spouse	*20*	*Husband*		
		Self	Corban University	

IMPORTANT: DO NOT SUBMIT THIS FORM OR ANY SUPPORTING DOCUMENTS VIA EMAIL. Return this form and required documents using one of the following methods:

Mail to: Corban University Financial Aid, 5000 Deer Park Drive SE, Salem, OR 97317

Secure Fax: (503)585-4316

Hand-deliver: to Financial Aid or in the red drop box outside Schimmel Rm 107 Student Account/Financial Aid

Step 2. Student (and Spouse's) Income Information—Calendar Year 2025:

☐ **Student (and spouse) successfully used the IRS Direct Data Exchange (FA-DDX)** to transfer their 2025 IRS tax return information.

☐ **If FA-DDX does not bring information in**, student (and spouse) will provide a **signed copy** of their **2025 federal tax return** or a copy of their **2025 tax return transcript** (and 1040X if an amended return was filed). *See below for instructions.

☐ **Student (and/or spouse) will not, and is not required** to, file a **2025 federal tax return**. If so, **submit copies of any 2025 W-2s you received.**

Student (and spouse) income for **2025** was from the source(s) and the amount(s) listed below (**List every employer even if they did not issue a W-2**):

Employer's Name	Student/Spouse	Amount Earned in 2025

Enter "0" if you had no income in 2025 **Total Income Earned from Work: $ _____**

***IMPORTANT: If the FA-DDX does not successfully show that a students (or spouses) did not file a 2025 federal tax return then the student (and spouse) must** submit **proof of non-filing from the IRS.** Follow the instructions below, but request a **"Verification of Non-filing Letter"** for 2025 (under # 3).

Three ways to submit 2025 federal tax information are:

1. **Easiest Method: IRS Direct Data Exchange (FA-DDX)** Log into the student's, or spouse's, 2027-2028 FAFSA at fafsa.gov. Navigate to the financial information section. You will see a place to give consent to use the FA-DDX. Click it. Enter your information **exactly** as it appears on your 2025 federal tax return and hit "submit". Check the box by "Transfer my Tax Information into the FAFSA" and click the "Transfer Now" button. For your protection, your tax information will not be displayed. Remember to electronically sign and submit the FAFSA again using your personal FSA ID and password.
2. **2nd Most Common: Signed copy of you, (and spouse), 2025 federal tax return.** Please sign the tax return even if you submitted it electronically. Include Schedules 1, 2, and 3, if required to file them. **Bring in, mail or fax a copy to our office, see front page.**
3. **IRS Tax Return Transcript (Required in Some Situation):** Go to https://www.irs.gov/individuals/get-transcript. Select either "Get Transcript Online" or "Get Transcript by Mail". Be sure to request the Tax Return Transcript for 2025. **If a Non-filer request form Form 4506-T** on the same IRS website. Please **put the student's name on the transcript or form**. **Bring in, mail, or fax the Transcript to our office, see front page.**

If your marital status is currently *married of living together*, you will need to **provide** this information for both **you AND them**. This is true even if you were unmarried in 2025 when you filed your taxes.

By signing, I affirm that all information on this form, and any attachments, is complete and accurate to the best of my knowledge. I understand that any false statement or misrepresentation may be cause for denial, reduction, withdrawal, and/or repayment of financial aid, and I may be subject to a fine, imprisonment, or both.

_____ _____ _____ _____

Student Signature **Date** **Spouse Signature (if applicable)** **Date**