NJCU
FINANCIAL AID

2025-2026 Federal Verification Worksheet

Your 2025–2026 Free Application for Federal Student Aid (FAFSA) was selected for verification. Verification is the process used to confirm that the data reported on your FAFSA form is accurate. The law states that the verification process must be completed before disbursing Federal Student Aid. We may ask for additional information, if necessary, for clarification. If you have questions about verification, contact the financial aid office as soon as possible so that your financial aid will not be delayed.

A. STUDENT INFORMATION – Please fill it in with the student's information.

Student's Last Name   First Name   M.I.   Student's ID Number

Permanent 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)   Student's Alternate or Cell Phone Number

B. Household Information – List the people in **your** household.

Please complete the grid below. Include the name, age and relationship to the student of all household members. Criteria for household members are listed separately for Dependent and Independent students.

Dependent Students: List the people that your parent/custodial parent will support* between July 1, 2025 – June 30, 2026. Include the following people:

- You and your parent(s) – If your parents live together, both need to be included in your household below. If your legal parents are separated or divorced, please include your custodial parent and their spouse if married or remarried.
- Your parent(s) other children if the parent(s) will provide more than half of their support* from July 1, 2025 – June 30, 2026, or if the other children would be required to provide parental information if they were completing a FAFSA for 2025-2026. Include children who meet either of these standards even if the children do not live with your parents.
- Other people if they now live with your parent(s) and your parent (s) provide more than half of their support* between through June 30, 2026,

Independent Students:

- You and your spouse (If married)
- Your children, if you and your spouse will provide more than half of their support from July 1, 2025, through June 30, 2026, or if the child would be required to provide your information if they were completing a FAFSA for 2025-2026. Include children who meet either of these standards, even if they do not live with you.
- Other people if they now live with you and you provide more than half of their support*, and they will continue to provide more than half of their support through June 30, 2026.
    *Support: includes money, gift, loans, housing, food clothes care medical and dental care, payments of college costs.

Also, write in the name of the college for any noted above, who will be attending college underline at least half-time between July 1, 2025, and June 30, 2026, and will be enrolled in a degree, diploma, or certificate program.

Full Name	Age	Relationship	University/College	Will be Enrolled at Least Half Time
		Self	*New Jersey City University*	*Yes*

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

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If you household has changed since you completed your FAFSA (e.g. household size, number in college etc.), please provide the details here:

☐ No, my household has not changed since completing my 2025-2026 FAFSA.

☐ Yes, because: _____

C. TAX RETURN FILERS

If while completing the FAFSA, you and/or your parent consented and the FA-DDX pulled over your Federal Tax Information and/or your parents tax information, no additional tax documents ae needed. If the FA-DDX transfer was ineffective, you must submit a 2023 IRS Tax Return Transcript or signed copy of your 2023 Federal Income Tax Return along with ALL applicable schedules.

Important Note: If the student (spouse) and/or parent filed an amended 2023 IRS tax return, please contact your financial aid administrator before completing this section.

D. TAX RETURN NON-FILERS

If student (spouse) and/or parent did not and are not required to file a 2023 income tax return, they must submit an **IRS VERIFICATION OF NON-FILING LETTER** dated on or after 10/1/2024 for tax year 2023 whether or not you were employed. To request a copy of the VERIFICATION OF NON-FILING LETTER (VNF) from the Internal Revenue Service, call (800) 908-9946 or go to www.IRS.gov. If you're unable to obtain a VNF, you must submit a signed NJCU Non-Filing statement; which can be found on our website: https://www.njcu.edu/admissions/financial-aid/financial-aid-forms

E. Income Information to Be Verified

☐ The student (or spouse, if married) and/or Parent has used the FA-DDX to pull their 2023 IRS income tax return information.

☐ The student (or spouse, if married) and/or parent is unable to consent for the FA-DDX to pull the tax information over and will provide the school with a **2023 IRS Tax Return Transcript(s) or SIGNED 2023 TAX RETURN**.

> ***If the student and spouse filed separate 2022 IRS income tax returns, the FA-DDX cannot be used and the 2023 IRS Tax Return Transcript(s) or SIGNED 2023 IRS TAX RETURN must be provided for each.***

☐ The student (or spouse, if married) and/or parent were not employed and had no income earned from work in 2023.

☐ The student (or Spouse, if married) and/or parent 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 is provided. List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2023
(Example) ABC's Auto Body Shop	*Yes*	*$4,500.00*

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

Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct. We understand that if we purposely give false or misleading information. We could be fined, jailed or both.

_____   _____
Student's Signature (Ink Signatures Only)   **Date**

_____   _____
Parent/Spouse's Signature (Ink Signatures Only)   **Date**