



# Johnson C. Smith University

Office of Financial Aid

## 2025-2026 INDEPENDENT VERIFICATION WORKSHEET

Your 2025-2026 FAFSA (Free Application for Federal Student Aid) was selected for review in a process called verification. Before awarding Federal Student Aid, you must confirm the information you and your spouse, (if applicable) reported on the FAFSA. Please complete and sign this worksheet. You may be asked for additional information, which should be promptly submitted to avoid a delay in processing your financial aid.

### STEP 1- STUDENT INFORMATION

<i>Last Name</i>	<i>First Name</i>	<i>Student Identification Number</i>
<i>Permanent Address - Street</i>	<i>City/State Zip</i>	<i>Date of Birth</i>
<i>Telephone Number (include Area Code)</i>	<i>Email</i>	

### STEP 2- FAMILY INFORMATION

Our records show you completed the FAFSA as an **Independent Student**. Please complete the section below and include:

- Yourself; **and** your spouse if married.
- Your dependent children, **if** you will provide more than half of their support from July 1, 2025 through June 30, 2026.
- Other people **if** they now live with you and you provide more than half of their support and will continue to provide more than half their support through June 30, 2026.

Full Name	Age	Relationship
		Self

**\*\*Attach a separate sheet if not enough space\*\***





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## **INSTRUCTIONS FOR OBTAINING REQUIRED INCOME TAX INFORMATION**

Steps 3 of the Independent Verification Worksheet requests information about the student (and spouse) 2023 Federal Tax Return data. To provide this to Johnson C. Smith University you will need to consent to the use of the FUTURE Act Direct Data Exchange (FA-DDX) tool, formerly the IRS Data Retrieval Tool, on the FAFSA **OR** request a 2023 IRS Tax Return Transcript from IRS **OR** submit a physically signed copy of your 2023 Federal 1040 Tax Return and schedules 1, 2, 3 (if applicable). Student's (and spouse) that did not file a 2023 Federal Tax Return must provide a Verification of Non-Filing Letter from the IRS and copies of all W2's (if applicable). Student's (and spouse) that did not file a 2023 Federal Tax Return must provide copies of all W2's (if applicable). Below you will find directions on how to consent to the use of the FUTURE Act Direct Data Exchange tool, and how to request an IRS Tax Transcript or Verification of Non-Filing Letter.

### **Using the FUTURE Act Direct Data Exchange tool**

Student - Access your FAFSA at [www.studentaid.gov](http://www.studentaid.gov) and log into your account. Once logged in, click on the option to "Make FAFSA Corrections" (this will take you to your completed FAFSA information). In your FAFSA you consented to have your Federal Tax Information (FTI) obtained automatically from the IRS and provided on your FAFSA application. If your 2023 Federal Taxes were filed and your information was retrieved, then you were not asked to manually provide FTI data and can mark the first option in Step 3 above.

Spouse - Access your parent invite from your personal email address and click 'Log In' to access the parent contributor section of your student's FAFSA. In your parent contributor section of your student's FAFSA you consented to have your Federal Tax Information (FTI) obtained automatically from the IRS and provided on your student's FAFSA application. If your 2023 Federal Taxes were filed and your information was retrieved, then you were not asked to manually provide FTI data and can mark the first option in Step 4 above.

### **Requesting an IRS Tax Return Transcript**

To obtain a 2023 Tax Return Transcript go to [www.irs.gov](http://www.irs.gov) and click "Get Your Tax Record". Then choose "Get Transcript Online" or "Get Transcript by Mail". To verify your identity with ID.me, you will need to provide a photo of an identity document such as a driver's license, state ID, or passport. You will also need to take a selfie with a smartphone or a computer with a webcam. The transcript displays online upon successful completion of the IRS's two-step authentication. Requests can also be made by telephone at (800) 908-9946 or by completing a 4506-T that can be mailed or faxed to the IRS. If you already have an account established, you can log in to access your Tax Return Transcript. Please be sure to request the "IRS Tax Return Transcript" and NOT "IRS Account Transcript". The transcripts requested by "Get Transcript by Mail", Phone and 4506-T are generally received within 10 business days from the IRS's receipt of your request.

### **Verification of Non-Filing Letter**

To obtain a 2023 Verification of Non-filing letter go to [www.irs.gov](http://www.irs.gov) and click "Get Your Tax Record". Then choose "Get Transcript Online" or "Get Transcript by Mail". To verify your identity with ID.me, you will need to provide a photo of an identity document such as a driver's license, state ID, or passport. You will also need to take a selfie with a smartphone or a computer with a webcam. The transcript displays online upon successful completion of the IRS's two-step authentication. If you already have an account established, you can log in to access a Verification of Non-filing letter. Requests can be made by completing a 4506-T that can be mailed or faxed to the IRS. Verification of Non-filing letters requested by 4506-T are generally received within 10 business days from the IRS's receipt of your request