



### 2025-2026 Independent Verification Worksheet

Your 2025-26 FAFSA was selected for review in a process called *verification*. Federal Regulations states that before awarding Federal Student Aid, we must ask you to confirm the information you reported on your FAFSA. In this process, the Financial Aid Office will compare your FAFSA with the information on this worksheet and any other required documents. If there are differences, we may need to correct your FAFSA. You must complete and sign this worksheet, attach required documents and submit them to the Financial Aid Office in order to be considered for financial aid funding. Additional information may be required by the Financial Aid Office.

**DO NOT LEAVE BLANK- READ AND COMPLETE ALL SECTIONS!**

## 1. Student Information

Last Name

First Name

M.I.

ctcLink ID

SSN/ITIN

DOB

## 2. Family Size Chart

Use each chart below to list the people who are or will be in your family from July 1, 2024 through June 30, 2025.

### 2.a

- Yourself
- Your spouse, if you are married

Full Name	Age	Relationship
		self
		spouse

### 2.b

- Your children, if you 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 parental 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.

Full Name	Age	Relationship
		Child
		Child
		Child
		Child
		Child

### 2.c

- 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 of their support through June 30, 2026.

Full Name	Age	Relationship

**INSTRUCTIONS FOR 2023 TAX FILERS:** Check the appropriate box below for **both the student and/or spouse**. The best way to verify income is by using the IRS FUTURE Act Direct Data Exchange (FA-DDX) that is part of the FAFSA.

- ☐ I used the IRS FUTURE Act Direct Data Exchange (FA-DDX) on the FAFSA.
- ☐ I am attaching my **2023 IRS Tax Return Transcript**.
- ☐ I am attaching a **signed** copy of my 2023 Tax Return
- ☐ I filed an amended 2023 Tax Return.

*If you select this option, you must submit a signed copy of your 1040X and a Tax Return Transcript or a signed copy of your 2023 Tax Return.*

**INSTRUCTIONS FOR 2023 NON-TAX FILERS:** Complete this section if the student and/or spouse have not filed and are not required to file a 2023 Income Tax Return with the IRS. See step 4 for options on requesting a 2023 Verification of Non-Filing Letter.

**Non-Filing Status** (Select one option)

- ☐ I am attaching my **IRS Letter of Non-Filing Status** because I did not or was not required to file a 2023 Tax Return.
- ☐ I am **unable** to obtain an **IRS Letter of Non-Filing Status** and have attached documentation (i.e., screen shots) that verifies I have attempted to access the Letter of Non-Filing Status from the IRS.

**2023 Earnings Information** (Select one option)

- ☐ I did not have earnings in 2023.
- ☐ I had earnings in 2023. You must list your employer(s) and income earned below **AND** attach W-2 form(s). **All W-2 forms must be provided.**

Employer	Earnings/Income

### 3. IRS Tax Transcript or Verification of Non-filing Letter Request Options

- Get Transcript by ONLINE or MAIL – Go to [www.irs.gov](http://www.irs.gov), click “Get Your Tax Record”. Click “Get Transcript Online” or “Get Transcript by Mail”.
  - You must use the form 4506T if your address has changed since you last filed.
- Automated Telephone Request – 1-800-908-9946 (Only primary taxpayer on return can use this option)

### 4. Student – Identity Verification (Check the appropriate box)

- ☐ I am appearing in-person with valid, unexpired government-issued photo ID (such as a driver’s license, state identification card, or passport). *The Financial Aid Office will make a copy.*
- ☐ I am attaching a copy of my valid, unexpired government-issued photo ID (such as a driver’s license, state identification card, or passport) this **MUST BE ACKNOWLEDGED** in the notary statement in section 7.

### 5. Student – Statement of Educational Purpose (Check the appropriate box and follow the instructions)

- ☐ I am appearing in-person to sign the statement below. *(Signature MUST be witnessed by a Financial Aid staff member.)*
- ☐ I am unable to appear in-person to submit the statement below and have had the statement notarized.

**Due to federal regulations if you opt to have this form notarized, you must submit the original document that contains the notary's original stamp. Photocopies or electronic submissions of this form including a notary stamp will not accepted. If you are unable to appear in person to submit the original document, you can submit the original document by mailing this form to 1620 Edward P. Smith Dr., Aberdeen, WA 98520, ATTN: Financial Aid.**

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and that the  
(student's name)

federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending  
Grays Harbor College for 2025 – 2026.

FAO

Verification

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### Notary's Certificate of Acknowledgement

State of \_\_\_\_\_ City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_,  
(Date) (Name of Notary)

Personally appeared, \_\_\_\_\_, and provided to me on basis of satisfactory evidence  
(Printed name of signer)

of identification \_\_\_\_\_ to be the above-named person who signed the foregoing  
(Type of unexpired government-issued photo ID provided)

instrument.

WITNESS my hand and official seal:

\_\_\_\_\_  
(Notary's Signature) (seal)

My commission expires on \_\_\_\_\_  
(date)

## 6. Certification and Signature

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **The student must sign and date this worksheet.**

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Once you have submitted your form please do not resubmit. It will take between 1-2 Business days to reflect that this document has been received on your ctcLink "To Dos" section.**

### **Continuous Non-Discrimination Notice**

Grays Harbor College does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, creed, religion, marital status, veteran status, genetics, or age in its programs, activities, and employment. The following person has been designated to handle inquiries regarding the non-discrimination policies:

**Title IX Coordinator** - Ashley Bowie Gallegos  
Dean of Student Services & Enrollment Management  
Grays Harbor College  
1620 Edward P. Smith Drive  
Aberdeen, WA 98520  
360-538-4036

**Title II/Section 504 Title IX Coordinator** – Erin Tofte  
Associate Vice President of Human Resources  
Grays Harbor College  
1620 Edward P. Smith Drive  
Aberdeen, WA 98520  
360-538-4234