



2025-26 VERIFICATION INSTRUCTIONS

VERIFICATION PROCESS

Your Free Application for Federal Student Aid (FAFSA) has been selected for a process called verification. This process requires the Office of Financial Aid to compare your FAFSA data with your tax data as submitted to the IRS. Please follow all instructions and submit all requested items as soon as possible to prevent processing delays.

Students who submit information after July 1st (for fall semester), November 15th (for spring semester), or April 15th (for summer) may not receive financial aid in time to assist with their payment to the college and will have to pay their bill in full by the payment deadline.

FINANCIAL AID WILL NOT BE DISBURSED UNTIL VERIFICATION IS COMPLETED

REQUIRED STEPS

FOR FILERS OF FEDERAL TAX RETURNS

1. **Completed and signed Verification Worksheet:** The worksheet must be completed and signed by the student. If you are a dependent student, a parent must also sign this form.
2. **Federal Tax information ***
 - **Option 1: IRS Direct Data Exchange (DDX)** - You must sign into your online FAFSA form and utilize the IRS Data Retrieval Tool.
 - **Option 2: Tax return transcript** - Federal regulations require you to submit a tax return transcript ***IF*** the IRS Retrieval Tool was unsuccessful. To obtain an IRS tax return transcript.
 - Go to www.irs.gov
 - Click on “**Get my Tax Records**”
 - Click on either “***Get Transcript Online***” or “***Get Transcript by Mail***”
 - Follow directions to create an account.

* If student and spouse, married parents (including step-parent), or unmarried parents (who are living together) filed separate income tax returns, a tax return transcript for each filing must be submitted
3. **Amended tax returns:** If you amended your tax return, the IRS Direct Data Exchange (DDX) is an option. You must either link your original tax return or submit the original tax return transcript ***and*** a signed copy of the IRS Form 1040X.

FOR NON-FILERS OF FEDERAL TAX RETURNS

1. **Completed and Signed Verification Worksheet**
2. **W2 Form(s):** Submit copies of all W2 forms
3. **IRS Tax statement of non-filing status** (Available online from www.irs.gov)

2025-26 FAFSA VERIFICATION WORKSHEET

Complete the Verification Worksheet: To receive federal aid, complete all sections and leave nothing blank. Please also attach and submit any required documentation to the Office of Financial Aid & Scholarships.

Upload all documents with social security numbers at The Citadel's secure site:

<http://www.citadel.edu/forms/secureupload/>

Student Name. _____ CWID # _____

Cell Ph. _____ Email _____

SECTION A. STUDENT STATUS: Check the **ONE** that applies to you:

☐ I **DID** have to include parent information on my FAFSA. You are **DEPENDENT** and must complete the verification process with parent information.

☐ I did **NOT** have to include parent information on my FAFSA. You are **INDEPENDENT** and do not need parent information on the Verification Worksheet or for the verification process. NOTE: You may be required to submit documentation to support your status.

SECTION B. HOUSEHOLD INFORMATION: List ALL members of your household (attach a separate sheet if necessary).

DEPENDENT students include: Yourself, parents/step-parent, other children, siblings, and others who live with and receive over 50% financial support from your parent for the entire year between July 1, 2025, and June 30, 2026. Siblings are included if the parent provides over 50% support.

If your parent is remarried as of the date you completed the FAFSA, you must include parents/step-parent in the household on your verification worksheet and your FAFSA.

INDEPENDENT students include: Yourself, your spouse, children, and others who live with and receive over 50% of their support from you for the entire year between July 1, 2025, and June 30, 2026.

If you are married as of the date you completed the FAFSA, you must include your spouse on your verification worksheet and your FAFSA.

Name	Age	Relationship
		SELF

Office of Financial Aid & Scholarships

171 Moultrie Street, Charleston, SC 29409 | 843-953-5187 | FAX 843-953-6759 | financial_aid@citadel.edu

Student Name _____ CWID # _____

SECTION D. INCOME TAX INFORMATION (Federal Tax Year 2023)

STUDENT/ Spouse	PARENT (s) of Dependent Student
<p>TAX FILERS:</p> <p><input type="checkbox"/> I used IRS DIRECT DATA EXCHANGE (DDX) to transfer tax data directly from the IRS to the FAFSA.</p> <p><input type="checkbox"/> I was unable to use the IRS DDX. I will submit a tax return transcript.</p>	<p>TAX FILERS:</p> <p><input type="checkbox"/> I used IRS DIRECT DATA EXCHANGE (DDX) to transfer tax data directly from the IRS to the FAFSA.</p> <p><input type="checkbox"/> I was unable to use the IRS DDX. I will submit a tax return transcript.</p>
<p>NON-TAX FILERS:</p> <p><input type="checkbox"/> I was not required to file but still earned income in 2023. List your employer(s), amount earned and attach W-2(s).</p> <p>Employer 1: _____ Earned: _____</p> <p>Employer 2: _____ Earned: _____</p> <p><input type="checkbox"/> I did not work in 2023.</p>	<p>NON-TAX FILERS:</p> <p><input type="checkbox"/> I was not required to file but still earned income in 2023. List your employer(s), amount earned and attach W-2(s).</p> <p>Employer 1: _____ Earned: _____</p> <p>Employer 2: _____ Earned: _____</p> <p><input type="checkbox"/> I did not work in 2023.</p>

Certification Statement: I swear under penalty of perjury, that all of the information on this document is true to the best of my knowledge. I understand that providing intentionally false or misleading information in an attempt to obtain federal financial aid can result in a fine of up to \$20,000 and/or incarceration.

I understand that failure to provide the required documentation will result in denial of this application.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

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