Alabama State University
Office of Financial Aid
915 South Jackson Street
Montgomery, AL 36104
(334) 229-4862
finaid@alasu.edu

2026-2027 DEPEDENT VERIFICATION WORKSHEET

Your 2026-2027 FAFSA (Free Application for Federal Student Aid) was selected for Federal Verification by the Department of Education. Before awarding Federal Student Aid, you must confirm the information you and your parents reported on the FAFSA. Please submit the completed and signed form with any applicable documentation to finaid@alasu.edu. Upon review of the worksheet and applicable documentation, you may be asked for additional information.

STEP 1– STUDENT INFORMATION

Last Name *First Name* *Student Identification Number*

Permanent Address – Street *City/State Zip* *Date of Birth*

Telephone Number (include Area Code) *Email*

STEP 2– FAMILY INFORMATION

Our records show that you are a **Dependent Student.** Please complete the section below and include:

- Yourself
- Your Parent(s) (including a stepparent) contributor(s) on your FAFSA application.
- Your parent's other children **if** your parent(s) will provide more than half of their support from July 1, 2025 through June 30, 2026, or if
- Other people only if they now live with your parent(s) and your parents will 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 to Student
Example: John Doe	18	Self

Attach a separate sheet if not enough space

STEP 3- STUDENT INCOME INFORMATION – CALENDAR YEAR 2024

***Review Instructions Below**

Tax Return Filer: Due to the student being selected for verification, the 2024 IRS Federal Tax Return Transcript is required.

The transcript can be requested at https://www.irs.gov/individuals/get-transcript.

Non-Tax Return Filer: If you are not required to file a 2024 Federal Income Tax Return, complete this section below and submit the applicable documentation:

☐ I was not employed and had no income earned from work in 2024.

☐ I was employed in 2024 and was **not required** to file a 2024 income tax return. Complete the table below and attach copies of all 2024 IRS W-2's and the verification of non-filing letter. The non-filing letter can be obtained from https://www.irs.gov/individuals/get-transcript.

Source of Income (Fill out only if you did NOT file taxes)	IRS W-2's provided	Amount Earned in 2024
TOTAL		

STEP 4- PARENT INCOME INFORMATION – CALENDAR YEAR 2024

***Review Instructions Below**

Tax Return Filer: Due to the student being selected for verification, the 2024 IRS Federal Tax Return Transcript is required.

The transcript can be requested at https://www.irs.gov/individuals/get-transcript.

Non Tax Return Filer: If your parent(s) are not required to file a 2024 Federal Income Tax Return, complete this section and submit a confirmation of non-filing from www.irs.gov.

☐ My parent(s) were not employed and had no income earned from work in 2024.

☐ My parent(s) were employed in 2024 and were **not required** to file a 2024 income tax return. Complete the table below and attach copies of all 2024 IRS W-2's and the verification of non-filing letter. The non-filing letter can be obtained from https://www.irs.gov/individuals/get-transcript.

Source of Income (Fill out only if you did NOT file taxes)	IRS W-2's provided	Amount Earned in 2024
TOTAL		

STEP 5- CERTIFICATION: Each person signing this worksheet certifies that all the information reported on it is complete and correct.

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

Student Signature	*Date*	*Student Name (please print)*
Parent's Signature	*Date*	*Parent's Name (please print)*

INSTRUCTIONS

Dependent Verification Worksheet Instructions

Steps 3 and 4 of the Dependent Verification Worksheet requests information about the student and parent(s) 2024 Federal Tax Return data. To provide this to Alabama State 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 2024 IRS Tax Return Transcript from the IRS.

Parents that did not file a 2024 Federal Tax Return must provide a Verification of Non-Filing Letter from the IRS and copies of all W2's (if applicable). Students that did not file a 2024 Federal Tax Return must provide a Verification of Non-Filing Letter from the IRS and 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 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 2024 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.

Parent(s) – 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 students 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 2024 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 2024 Tax Return Transcript go to 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 2024 Verification of Non-filing letter go to 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.