

## Verification Statement – Independent Student

Please print, complete, sign, and submit this form.

### Step 1 – Student Information

Last Name	First Name	Student ID
Permanent Home Address (Include Apt. number)		Date of Birth
City	State	Zip Code
		Phone Number (include area code)

### Step 2 – Household Information

Carefully read the following instructions, and in the table below, report information for:

- Yourself, the student (full name and age)
- **Your spouse**, if the student is married.
- The student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2025, through June 30, 2026, even if a child does not live with the student.
- Other people only if they now live with the student and the student or spouse will provide more than half of their support from July 1, 2025, through June 30, 2026.
- Provide college information for the individuals listed if they are attending at least half-time during the 2025-26 academic year, in a program leading to a degree, diploma, or certificate.

Line	Full Name	Age	Relationship to Student	Name of College Attending in 2025-2026	Will be Enrolled at Least Half Time? (Yes or No)
1			<i>Self</i>	King's College	
2			<i>Spouse, if married</i>		
3					
4					
5					
6					

### Step 3 – Student's Tax Filing Status – Calendar Year 2023

Did you file, or were you required to file, a 2023 U.S. Federal Tax Return or Foreign National Tax Return?

       **YES.** Please attach *2023 tax return transcript or signed copy of your 2023 tax return* if you did **NOT** use the **Financial Aid Direct Data Exchange (FA-DDX)** on the **FAFSA**.

       **NO, and I had no earnings from work.** Submit a *2023 IRS Verification of Non-Filing Letter* with this form.

       **NO, but I had some earnings from work.** Submit a *2023 IRS Verification of Non-filing Letter* and all *2023 W-2's* with this form.

### Step 4 – Spouse's Tax Filing Status – Calendar Year 2023

Did your spouse file, or were they required to file a 2023 U.S. Federal Tax Return or Foreign National Tax Return?

       **YES.** Please attach *2023 tax return transcript or signed copy of your 2023 tax return* if you did **not** use the **Financial Aid Direct Data Exchange (FA-DDX)** on the **FAFSA**.

\_\_\_\_\_ **NO, and I had no earnings from work.** Submit a *2023 IRS Verification of Non-Filing Letter* with this form.

\_\_\_\_\_ **NO, but I had some earnings from work.** Submit a *2023 IRS Verification of Non-filing Letter* and all *2023 W-2's* with this form.

## Step 5 – Certification

I certify all the information reported is complete and correct. A handwritten signature, not typed, is required:

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Student Signature

Date

## FINAL CHECK LIST

To prevent delays in verification processing, please take a moment to review the check list below to make sure you have completed the verification worksheet entirely and that you have included the applicable documents.

\_\_\_ Complete the entire worksheet.

\_\_\_ Submit all 2023 W2's.

\_\_\_ Attach all applicable schedules (schedule C, E, K-1 [IRS form 1065] 1, 2, 3).

\_\_\_ Attach a 2023 tax return transcript or signed copy of your 2023 tax return if you did not use the Financial Aid Direct Data Exchange (FA-DDX) on the FAFSA.

**\*\*Images (JPEG, GIF, PNG) of documents WILL NOT BE ACCEPTED.**

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### **If your student did not file a 2023 tax return:**

You must attach a 2023 IRS Verification of Non-Filing Letter if you were not required to file 2023 Federal Income Taxes. **You must request this letter from the IRS.**

You must request this letter by fax or mail using IRS form 4506-T included with this worksheet. Boxes 7 and 9 have been pre-filled for your convenience. Complete the remainder of this form making sure to sign and date at the bottom. Mail it or fax it to the correct address/fax number as listed under "Chart for all other transcripts" on page 2 of the form. **The IRS will send you the Verification of Non-Filing Letter which you will submit to King's College with this form.**

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2023 income tax return information for the student (or spouse, if applicable) was not available or could not be used, the student should provide the institution with a 2023 IRS Tax Return Transcript(s) or a signed copy of the 2023 income tax return and applicable schedules.

A 2023 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by Mail** – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript Online** – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.