King's College 2026-2027 V5 Dependent Verification Worksheet

Your 2026–2027 FAFSA has been selected for verification. Before we can award Federal Student Aid, we must verify your identity and keep a copy of your valid government-issued photo ID on file.

In-Person Verification (Preferred)

The student must appear in person at the King's College Office of Financial Aid and present an unexpired government-issued photo ID (e.g., driver's license, state ID, or passport). The College will make a copy of the ID and note the date received and the name of the reviewing official.

If You Cannot Appear in Person

Students unable to appear in person must submit:

1. A copy of an unexpired government-issued photo ID presented to the notary (driver's license, state ID, passport, etc.).
2. This notarized form, including the notary's certification.

The completed form and ID copy must be **mailed or hand-delivered** to the King's College Financial Aid Office after notarization.

Notary Certificate of Acknowledgement

State of _____

City/County of _____

On_____, before me, _____,
　　　　　(Date)　　　　　　　　　　　　　　　　(Notary's name)

personally appeared, _____, and proved to me
　　　　　　　　　　(Printed name of signer)

because of satisfactory evidence of identification _____
　　　　　　　　　　　　　　　(Type of unexpired government-issued photo ID provided)

to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal
　　　　　(seal)　　　　　　　　　　　_____
　　　　　　　　　　　　　　　　　　　　　　　　　　　　(Notary signature)

My commission expires on

_____
　　　　　　　　　　　(Date)

Verification Statement – Dependent 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 parents**, including stepparents, even if you do not live with your parents. (Do not include your noncustodial parent.)
- Your parent(s)' other dependent children if; ○ your parent(s) will provide more than half of their support from July 1, 2026, through June 30, 2027, or if; ○ the other children would be required to provide parental information if they were completing a FAFSA for 2026–27.
    - ○ Include children who meet either of these standards even if the children do not live with the parents.
- Other people only if they now live with your parent(s) and your parent(s) will provide more than half of their support from July 1, 2026, through June 30, 2027.
- Provide college information for the individuals listed if they are attending at least half-time during the 2026-27 academic year, in a program leading to a degree, diploma, or certificate.

Line	Full Name	Age	Relationship to Student	Name of College Attending in 2026-2027	Will be Enrolled at Least Half Time? (Yes or No)
1			*Self*	King's College	
2			*Parent 1*	Not Applicable	Not Applicable
3			*Parent 2/Stepparent*	Not Applicable	Not Applicable
4					
5					
6					

Step 3 – Student's Tax Filing Status – Calendar Year 2024

Did you file, or were you required to file, a 2024 U.S. Federal Tax Return or Foreign National Tax Return?

_____ YES. Please attach *2024 tax return transcript* or *signed copy of your 2024 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 *2024 IRS Verification of Non-Filing Letter* with this form.

_____ NO, but I had some earnings from work. Submit a *2024 IRS Verification of Non-filing Letter* and all *2024 W-2's* with this form.

Step 4 – Parent(s)' Tax Filing Status – Calendar Year 2024

Did your parent(s) file, or were they required to file a 2024 U.S. Federal Tax Return or Foreign National Tax Return?

_____ YES. Please attach *2024 tax return transcript* or *signed copy of your 2024 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 *2024 IRS Verification of Non-Filing Letter* with this form.

_____ NO, but I had some earnings from work. Submit a *2024 IRS Verification of Non-filing Letter* and all *2024 W-2's* with this form.

Step 5 – Certification

I certify all the information reported is complete and correct (the student and at least one parent must sign). A handwritten signature, not typed, is required:

_____

Student Signature   Date

_____

Parent 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 2024 W2's.

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

___ Attach a 2024 tax return transcript or signed copy of your 2024 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.

If your parent(s) did not file a 2024 tax return:

You must attach a 2023 IRS Verification of Non-Filing Letter if your parent(s) were not required to file 2024 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.**

If 2024 income tax return information for the parents was not available or could not be used, the parents should provide the institution with a **2024 IRS Tax Return Transcript(s) or a signed copy of the 2024 income tax return and applicable schedules**.

A 2024 IRS Tax Return Transcript may be obtained through:

- Get Transcript by Mail – Go to 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, 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.