

Your 2025–2026 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

Bring this completed Verification Worksheet and the ID to be copied in person to: Tulane University Financial Aid, Gibson Hall, Suite #130, 6823 St. Charles Avenue, New Orleans, LA or University Financial Aid, Suite #1213, 1440 Canal Street, New Orleans, LA

A. Independent Student's Information (please print)

Student's Last Name	Student's First Name	Student's M.I.	Last 4 Digits of Student's Social Security Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home or Cell Phone Number (include area code)			Student's Tulane ID Number (if known)

B. Independent Student's Family Size

Family Size – Includes the following:

- The student
- The student's spouse, if applicable
- The student's dependent children if they following are true:
 - They live with the student (or live apart because of college enrollment);
 - They receive more than half of their support from the student; and
 - They will continue to receive more than half of their support from the student during the award year.
- Other persons if the following are true:
 - They live with the student:
 - They receive more than half of their support from the student: and
 - They will continue to receive more than half of their support from the student during the award year.

The provided criteria for “dependent children” or “other persons” align with the requirement that family size align with whom the student could claim as a dependent on a U.S. tax return if the student were to file a U.S. tax return at the time completing the 2025-2026 FAFSA. As a result, the student should not include any unborn children in the family size.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Full Name	Age	Relationship
		<i>Self</i>

Student's Name: _____ Last 4 Digits of Student's SSN: _____

C. Independent Student's Income Information to Be Verified - The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2023 or had a change in marital status after the end of the 2023 tax year on December 31, 2023. **Check the box that applies:**

- ☐ I, the student, will not file and am not required to file a 2023 income tax return with the IRS, **AND** I understand that I must **ALSO** complete and return a **2024-2025 Student Non-File Form**.
- ☐ I, the student, have filed a 2023 income tax return but have **ALSO** filed, or will file, an **AMENDED** 2023 IRS tax return and I understand that I must **ALSO** provide a signed copy of the **2023 IRS Form 1040X**, "Amended U.S. Individual Income Tax Return," that was filed with the IRS or documentation from the IRS that include the change(s) made by the IRS, in addition to one of the following:
- Updated income and tax information from the IRS on an ISIR record with all tax information from the original tax return;
 - A **2023 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **or**
 - A signed copy of the **2023 IRS Form 1040** and the applicable schedules that were filed with the IRS.
- ☐ I, the student am required to file a 2022 IRS income tax return, and have been granted a **filing extension** by the IRS beyond the automatic six-month extension for tax year 2023, **AND** I understand that I must **ALSO** provide the following documentation:
- A signed statement listing the sources of any 2023 income and the amount of income from each source;
 - A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2023;
 - A copy of IRS Form W-2 for each source of employment income received or an equivalent document for tax year 2023; **and**
 - If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2023.
- ☐ I, the student have filed a 2023 income tax return.
- As part of federal student aid eligibility, students, and spouses (as appropriate), will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the student and spouse filed separate 2023 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. In most cases, no further documentation is needed to verify 2023 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.

If 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, 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.

Individuals Who Were Victims of IRS Identity Theft

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS or, if unable to obtain a TRDBV, an equivalent document provided by the IRS or a copy of the signed 2023 income tax return and applicable schedules the individual filed with the IRS; **and**
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

Individuals Who Filed Non-IRS Income Tax Returns

An individual filed or will file a 2023 income tax return with Puerto Rico, another U.S. territory (e.g., Guam, American Samoa, the U.S. Virgin Islands, the Northern Marianas Islands), or with a foreign country, must provide a signed copy of that 2023 income tax return(s).

Student's Name: _____ Last 4 Digits of Student's SSN: _____

Identity (To Be Signed With Notary): ONLY if the student is **UNABLE** to appear in person at Tulane University to verify his or her identity, the student must provide (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to a driver's license, other state-issued ID, or passport.

The ID copy (front and back) must be included with the completed Verification Worksheet, and the notary seal must be applied to the copy (front and back) of the ID as well as the Verification Worksheet. The original signed Worksheet (along with the notarized copy of the ID, front and back) must be mailed by post to the University.

Notary's Certificate of Acknowledgement *Notary's certification may vary by State*

State of _____

City/County of _____

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

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

on basis 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)

Certifications and Signatures

Each person signing this worksheet certifies that all of the information reported on this worksheet is complete and correct.

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

You should make a copy of this worksheet for your records.

Print Student's Name

Student's ID Number

Student's Signature (Required)

Date

Spouse's Signature (Optional)

Date

ver. 02/10/2025

Student's Name: _____ Last 4 Digits of Student's SSN: _____

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or University Financial Aid, Suite #1213, 1440 Canal Street, New Orleans, LA

ONLY if NOT attending classes in New Orleans AND UNABLE to return the form in person, post this notarized Worksheet and ID copy* to:
Tulane University Financial Aid, Gibson Hall, Suite #130, 6823 St. Charles Avenue, New Orleans, LA 70118

***The ID copy (front and back) must be included with the completed Verification Worksheet, and, if notarized, the notary seal must be applied to the copy (front and back) of the ID as well as the Verification Worksheet.**