

**2025–26 Verification Worksheet**

PLEASE COMPLETE AND ATTACH ALL OF THE REQUESTED INFORMATION

**I. Student Information**

Last Name	First Name	Student ID	
Street Address	City	State	Zip
( ) -			
Student's Phone Number	Student's Email Address	Best Way to Contact (Check One)	
		<input type="checkbox"/> Phone	<input type="checkbox"/> Email
( ) -			
Parent's Phone Number	Parent's Email Address	Best Way to Contact (Check One)	
		<input type="checkbox"/> Phone	<input type="checkbox"/> Email

**II. Family Size**

COMPLETE THE CHART BELOW BASED ON YOUR DEPENDENCY STATUS

To determine your dependency status, visit: [cedarville.edu/fafsaDependency](http://cedarville.edu/fafsaDependency)

WHO IS INCLUDED IN FAMILY SIZE?

DEPENDENT Students	INDEPENDENT Students
<ul style="list-style-type: none"> <li>• Yourself</li> <li>• Your parent and their spouse/partner even if you do not live with your parent(s) (exclude a separated/divorced parent not living in the household)</li> <li>• Your parent(s) other child(ren) if the following are true:               <ul style="list-style-type: none"> <li>• They live with your parent(s) or live apart because of college enrollment</li> <li>• They receive more than half of their financial support from your parent(s)</li> <li>• They will continue to receive more than half of their financial support from your parent(s) through June 30, 2026</li> </ul> </li> <li>• Other persons if the following are true:               <ul style="list-style-type: none"> <li>• They live with your parent(s) or live apart because of college enrollment</li> <li>• They receive more than half of their financial support from your parent(s)</li> <li>• They will continue to receive more than half of their financial support from your parent(s) through June 30, 2026</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Yourself</li> <li>• Your spouse, if applicable</li> <li>• Your child(ren) if the following are true:               <ul style="list-style-type: none"> <li>• They live with you</li> <li>• They receive more than half of their financial support from you</li> <li>• They will continue to receive more than half of their financial support from you through June 30, 2026</li> </ul> </li> <li>• Other persons if the following are true:               <ul style="list-style-type: none"> <li>• They live with you</li> <li>• They receive more than half of their financial support from you</li> <li>• They will continue to receive more than half of their financial support from you through June 30, 2026</li> </ul> </li> </ul>

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

Full Name	Age	Relationship
		Student/Self

### III. Student Tax and Income Information for 2023

**CHECK ONE AND CONTINUE TO STEP 4**

- I used the IRS Direct Data Exchange to transfer 2023 Federal Tax Return Information into my FAFSA
- I am attaching a copy of my 2023 Federal Tax Return Transcript,<sup>1</sup>
- I am attaching a signed<sup>2</sup> copy of my 2023 Form 1040 Federal Tax Return and Schedule 1 and/or Form 8863 (as applicable)
- I was not required to file a 2023 Federal Tax Return. If I am an independent student, I have attached a signed<sup>2</sup> statement verifying my non-filing status.\*
- I was not employed and had no income earned from work in 2023

**\* If you were not required to file a 2023 Federal Tax Return, complete the chart below with any income earned from work in 2023. Submit copies of any W-2s or equivalent documents issued by the employer. List every employer even if no documents were issued.**

Employer's Name	IRS W-2 or Equivalent Document Provided?	Annual Amount Earned in 2023
		\$
		\$
		\$

### IV. Parent/Spouse Tax and Income Information for 2023 (If Applicable)

**CHECK ONE AND CONTINUE TO STEP 5**

- I used the IRS Direct Data Exchange to transfer 2023 Federal Tax Return Information into my FAFSA
- I am attaching a copy of my 2023 Federal Tax Return Transcript,<sup>1</sup>
- I am attaching a signed<sup>2</sup> copy of my 2023 Form 1040 Federal Tax Return and Schedule 1 and/or Form 8863 (as applicable)
- I was not required to file a 2023 Federal Tax Return. I have attached a signed<sup>2</sup> statement verifying my non-filing status.\*
- I was not employed and had no income earned from work in 2023

**\* If you were not required to file a 2023 Federal Tax Return, complete the chart below with any income earned from work in 2023. Submit copies of any W-2s or equivalent documents issued by the employer. List every employer even if no documents were issued.**

Employer's Name	IRS W-2 or Equivalent Document Provided?	Annual Amount Earned in 2023
		\$
		\$
		\$

### V. Certification

By signing this worksheet, I certify all the information reported is complete and accurate.

Student Signature<sup>2</sup>

Date

Parent/Spouse Signature<sup>2</sup> (If Applicable)

Date

### VIII. Submission

**Note: When submitting this document, and other requested documents, please use the online upload tool.**

**It is your responsibility to blacken out all personal identifying information if you send your document through the mail (all but last four digits of your Social Security number, bank account information, etc.).**

**Online:** Go to [mycu.cedarville.edu](https://mycu.cedarville.edu) and search for "Financial Aid Upload Tool."

**Mail:** Cedarville University Financial Aid  
251 N. Main Street, Cedarville, OH 45314

If you filed a non-IRS Income Tax Return, a foreign tax return, an amended IRS Income Tax Return, were a victim of IRS Tax Related Identity Theft, or filed an extension, then other documentation may be accepted or required. Please contact the Financial Aid office for more information.

<sup>1</sup> To request a Federal Tax Return Transcript from the IRS, visit [IRS.gov](https://www.irs.gov) and click "Get your Tax Record" or "Get Transcript Online"

<sup>2</sup> Signatures must be "wet signatures" meaning signed with pen in hand



## Identity Verification

COMPLETE THE STUDENT INFORMATION SECTION, THEN FOLLOW ONE OF THE IDENTITY VERIFICATION METHODS BELOW. DO NOT COMPLETE BOTH. IF COMPLETED VIA NOTARY, SUBMIT THE COMPLETED FORM BY DROPPING IT OFF IN PERSON OR MAILING IT TO:  
**Cedarville University Financial Aid, 251 N. Main Street, Cedarville, OH 45314**

Student's Last Name	First Name	M.I.	Student ID	Email Address
			( ) -	
Street Address			Student's Cell Phone Number	

### Can You Appear in Person? YES.

The student must appear in person to the Cedarville University Financial Aid Office to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The office will maintain a copy of the student's photo ID that is annotated by the office with the date it was received and reviewed, and the name of the official authorized to receive and review the student's ID.

**OFFICE USE ONLY**

Compared signature and person to ID

Made copy of ID and signed/dated it

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Signature of witness

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Date

### Can You Appear in Person? NO.

If the student is unable to appear in person to the Cedarville University Financial Aid Office to verify his or her identity, they must choose one of the following options:

- A.** Mail a notarized copy of your unexpired, valid government-issued photo identification (ID) to Cedarville University. Acceptable forms of ID include, but are not limited to, a driver's license, state-issued ID, or passport. **The copy must be made by a notary public. The notary must initial and date the copy. The notary's acknowledgment (below) must accompany the ID copy;** OR
- B.** Schedule a video call with the Cedarville University Financial Aid Office to present your unexpired, valid government-issued photo ID. Acceptable forms of ID include, but are not limited to, a driver's license, state-issued ID, or passport. During the call, an authorized university representative will take a screenshot of your ID. The screenshot will be signed and dated by the representative. This signed screenshot will be securely maintained by the Financial Aid Office.

### Notary's Certificate of Acknowledgement

*(Notary signature/seal required if student is not providing information in person. Notaries can often be found at local banks, credit unions, insurance agencies, or shipping stores. Certification may vary by state.)*

State of \_\_\_\_\_ City/County of \_\_\_\_\_  
(State) (City/County)

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 acceptable ID provided)

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

Notary Stamp

**WITNESS my hand and official seal**

\_\_\_\_\_  
(Notary signature)

My commission expires on \_\_\_\_\_  
(Date)