



## 2026–2027 Federal Verification Worksheet Independent Student (V1)

Your 2026–2027 Free Application for Federal Student Aid (FAFSA) was selected for a process called verification. To verify the accuracy of information provided on the FAFSA, the EMU financial aid office will compare your FAFSA record with information on this worksheet and other required documents. If you have questions about verification, please contact the EMU financial aid office at 540-432-4137 or email [finaid@emu.edu](mailto:finaid@emu.edu) in order to avoid delays to your financial aid. PLEASE DO NOT LEAVE ANY FIELD BLANK.

### A. Independent Student's Information

Student's Last Name	First Name	Middle Name/Initial	EMU ID #
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Home Address (include street/apt #, city, state and zip code)

Date of Birth

Social Security Number (last 4 digits)

### B. Independent Student's Family Information

List below the people in your household. Include:

- Yourself
- Your spouse, if you are married
- Your children, if you will provide more than half of their support from July 1, 2025 through June 30, 2026, or if the child would be required to provide your information if they were completing a 2025-26 FAFSA. Include children who meet either of these standards, even if they do not live with you.
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2026

Also, include the name of the college for any household member who will be enrolled at least half time, in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2025 and June 30, 2026. If more space is needed, attach a separate page with your name and EMU ID at the top.

Full Name	Age	Relationship	College	Will be enrolled at least half time?
Carlos Schmidt (example)	28	Husband	Central University	Yes

		<i>Self</i>	<i>EMU</i>	

### C. Independent Student’s Income Information to Be Verified

**1. TAX RETURN FILERS**—**Important Note:** If you (or your spouse, if married) filed, or will file, an amended 2024 IRS tax return, you must contact your financial aid administrator before completing this section.

**Check the box that applies:**

☐ I, the student, have used the IRS Data Retrieval Tool to transfer my (and, if married, my spouse’s) 2024 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *Your school will use the IRS information that was transferred in the verification process.*

☐ I, the student, have not yet used the IRS Data Retrieval Tool, but I will use the tool to transfer my (and if married, my spouse’s) 2024 IRS income information. *See instructions on last page for how to use the IRS Data Retrieval Tool.*

☐ I, the student, am unable or choose not to use the IRS Data Retrieval Tool, and I will submit to the school a signed **2024 Tax Return Transcript(s) or a signed copy of the 2024 income tax return and applicable schedules.** *Check here if a signed 2024 Tax Return(s) is attached to this worksheet.*

*Check here if a signed 2024 Tax Return will be submitted to your school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to your school.*

☐ **check here if a signed 2024 tax return is attached to this worksheet.**

☐ **check here if a signed 2024Tax Return will be submitted to EMU later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to your school.**

## 2. TAX RETURN NONFILERS

—Complete this section if you, the student (and, if married, your spouse), will not file and are not required to file a 2024 income tax return with the IRS.

**Check the box that applies:**

☐ The student (and, if married, the student's spouse) was not employed and had no income earned from work in 2024. **You must obtain proof of non-filing from the IRS. Follow the instruction on the last page to obtain a letter of non-filing for 2024 from the IRS.**

☐ The student (and/or the student's spouse if married) was employed in 2024 and has listed below the names of all employers, the amount earned from each employer in 2024, and whether an IRS W-2 form is attached. Attach copies of all 2024 W-2 forms issued to you (and, if married, to your spouse) by employers. *List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and SSN at the top.* **You must obtain proof of non-filing from the IRS. Follow the instruction on the last page to obtain a letter of non-filing for 2024 from the IRS.**

Employer's Name	2024 amount earned	IRS W-2 Attached?

### D. Certification & Signature

I certify that all information reported on this worksheet is complete and correct. The student must sign this worksheet.

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

## **Instructions for IRS Data Retrieval, IRS Non-Filing Letter**

### **IRS Data Retrieval (through FAFSA)**

1. Go to FAFSA.gov, log in to the student's 2026-2027 FAFSA record.
2. Select "Make FAFSA Corrections."
3. Navigate to the Financial Information section of the form.
4. Follow the instructions to determine if the student and/or spouse is eligible to use the IRS Data Retrieval Tool to transfer 2024 IRS income tax information into the student's FAFSA record.
5. Scroll through the remainder of the record to the end of the application, sign and submit.

### **Ordering IRS Non-Filing Letter**

*Student and or student's spouse who did not file a 2024 tax return are required to obtain a letter from the IRS to verify a federal income tax return was not filed.*

1. Complete the enclosed 4506-T form
2. Provide information for items 1-4
3. Sign and date; be sure to include the telephone number of the non-filer
4. Mail the completed 4506-T to EMU financial assistance office.

The financial assistance office will forward the request form to the IRS.

NOTE: If the student/spouse has filed federal income tax returns in the past but not for 2024, a Non-Filing letter can also be obtained by calling the IRS at **1.800.908.9946**

**Return to:** EMU Financial Aid Office  
1200 Park Road  
Harrisonburg, VA 22802

**Questions: Call 540-432-4137**  
**Fax number: 540-432-4081**  
**email: [finaid@emu.edu](mailto:finaid@emu.edu)**