



2025-2026

# Dependent Institutional Verification Worksheet (Group 1)

Your 2025-2026 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The Department of Education regulations state that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information the financial aid administrator will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid office. You may be asked for additional information. **If you have questions about verification, contact the financial aid office as soon as possible so that your financial aid will not be delayed.**

## Section A. Student's Information

			XXX-XX-
Student's Last Name	First Name	M.I.	Last 4 digits of Student's SSN
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)			Student's Alternate or Cell Phone Number

## Section B. Family Information

List the people in your parents' household. **Include:**

- yourself and your parent(s) (including stepparent) even if you don't live with your parents, **and**
- your parents' other children even if they don't live with your parent(s), if (a) your parents will provide more than half of their support from July 1, 2025, through June 30, 2026 or (b) the children would be required to provide parental information when applying for federal student aid, **and**
- other people if they now live with your parents, and your parents will provide more than half of their support from July 1, 2025 through June 30, 2026.

Number in College: Include below information about any household member, excluding the parents, who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2025 and June 30, 2026, include the name of the college.

Full Name	Age	Relationship	College
		Self	Sterling College

NOTE: If additional space is needed, please attach another sheet.

**SECTION C. Tax Filer Information**

FOR THE STUDENT Please choose ONE of the following.

- Check here if student will **not** file and is **not** required to file a 2023 U.S. Income Tax Return\*. List total amount earned in 2023 here \_\_\_\_\_.  
**Please send in a copy of all 2023 W-2 forms if available or a signed statement of earnings, employer and that student was not required to file.**
- Check here if student has filed, and had tax documents imported into FAFSA using the IRS Data Retrieval Tool.
- Check here if student provided IRS tax return transcript with verification worksheet. NOTE: Tax transcript may be ordered at [www.irs.gov](http://www.irs.gov), "Get Your Tax Record" or by completing a 4506-T EZ form and faxing to 620-869-9033 or mail to 125 W Cooper, Sterling, KS 67579, Attn: Financial Aid.  
**NOTE:** Account Transcripts are NOT accepted.

FOR THE PARENT Please choose ONE of the following.

- Check here if parent(s) will **not** file and are **not** required to file a 2023 U.S. Income Tax Return\*. List total amount earned in 2023 here \_\_\_\_\_.  
**Please send in a copy of all 2023 W-2 forms if available. Please send a Verification of Non-filing letter from the IRS.** (This may be ordered at [www.irs.gov](http://www.irs.gov) or by completing a 4506-T IRS form and requesting the Verification of Non-filing letter.)
- Check here if parent(s) has filed, and had their tax documents imported into FAFSA using the IRS Data Retrieval Tool.
- Check here if parent(s) provided IRS tax return transcript with verification worksheet. NOTE: Tax transcript may be ordered at [www.irs.gov](http://www.irs.gov), "Get Your Tax Record" or by completing a 4506-T EZ form and faxing to 620-869-9033 or mail to 125 W Cooper, Sterling, KS 67579, Attn: Financial Aid.  
**NOTE:** Account Transcripts are NOT accepted.

\*Tax returns include the Federal 2023 IRS Form 1040 or a tax return from Puerto Rico or a foreign income tax return.

**WARNING:** If you purposely give false or misleading information to help establish eligibility for federal student aid, you may be subject to a \$20,000 fine, a prison sentence, or both.

**VERIFICATION CAN NOT BE COMPLETED WITHOUT ALL REQUIRED DOCUMENTS.**

**SECTION F. SIGNATURES (Wet signatures are required. You must print this form, sign, then mail to our office or scan to email or fax.)**

By signing this worksheet, I (we) certify that all the information reported to qualify for federal student aid is complete and correct. At least one parent must sign.

Student	Date	Parent	Date
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*You should make a copy of this worksheet for your records.*

Return to: Sterling College  
 Attn: Financial Aid  
 125 W. Cooper, Sterling, KS 67579  
 Phone: (620) 278-4206 Fax (620) 869-9033

Revised 2/2025