

2025-2026 Verification Worksheet | V5

Student Name: _____ Heidelberg Student ID: _____

Parent Contact Information (if dependent):

Phone _____ Email: _____

Your 2025-2026 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that we must 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 worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected by Heidelberg.

STEP 1: Family Information

Write the names of all family members in your household. List the name of the College if this family member will attend at least half time between July 1, 2025 and June 30, 2026 and will be enrolled in a degree or certification program.

Dependent Students: List the people that your parents will support between July 1, 2025 and June 30, 2026. Include yourself, your parents, and your parents' dependent children (if your parents provide more than half support).

Independent Students: List the people that you (and your spouse) will support between July 1, 2025 and June 30, 2026. Include yourself, your spouse, and your dependent children (if you provide more than half of their support).

Full Name	Age	Relationship	Name of College Attending
		Self	Heidelberg University

STEP 2: Tax Filers (check all that apply and ATTACH W2)

☐ Parent(s) has consented to use the FA-DDX tool to Transfer 2023 IRS income tax information into the FAFSA.

☐ Student has consented to use the FA-DDX tool to transfer 2023 IRS income tax information into the FAFSA.

OR

☐ Parent(s) will "Get Transcript" through mail or online from the IRS at www.irs.gov/transcript. Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript." Forward to Heidelberg once received.

☐ Student will "Get Transcript" through mail or online from the IRS at www.irs.gov/transcript. Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript." Forward to Heidelberg once received.

OR

☐ Parent(s) will submit a signed copy of the 2023 Federal Tax Return and all 2023 W2s.

☐ Student will submit a signed copy of 2023 IRS Federal Tax Return and all 2023 W2s

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STEP 3: For Parent Non-Tax Filers (in the household)

_____ Neither parent was employed, and neither had income earned from work in 2023.

_____ One or both parents were employed in 2023 and have listed in the following chart the names of all employers, the amount earned from each employer in 2023, and whether an IRS W-2 form or an equivalent document is provided.

Parent Source of Income	2023 Earnings	W2 Status	
		<input type="checkbox"/> Did not receive W2	<input type="checkbox"/> W2 attached
		<input type="checkbox"/> Did not receive W2	<input type="checkbox"/> W2 attached

_____ Provide documentation from the IRS for each parent that indicates a 2023 IRS income tax return was not filed with the IRS. Go to www.irs.gov to print form 4506-T and request Verification of Nonfiling (number 7).

STEP 4: For Student Non-Tax Filers

_____ Student certifies that they have not filed and are not required to file a 2023 Income Tax Return.

If **you will not file**, but did earn income; please list below all sources of income for 2023. **Please attach W2 (if applicable).**

Student Source of Income	2023 Earnings	W2 Status	
		<input type="checkbox"/> Did not receive W2	<input type="checkbox"/> W2 attached
		<input type="checkbox"/> Did not receive W2	<input type="checkbox"/> W2 attached

Independent students only must provide documentation from the IRS that indicates a 2023 IRS income tax return was not filed with the IRS. Go to www.irs.gov to print form 4506-T and request Verification of Nonfiling (number 7).

STEP 5: Identity and Statement of Educational Purpose

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

In addition, the student must sign, in the presence of the institutional official, the following:

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Heidelberg University for 2025-26.

Student's ID Number

Student's Signature

Date

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ON NEXT PAGE**



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STEP 6: Signatures

By signing this worksheet, I (we) certify that all the information reported to qualify for Federal student aid is complete and correct. (If dependent, at least one parent must sign.) **WARNING:** if you purposely give false or misleading information on this worksheet you may be fined, sentenced to jail, or both.

Student's Signature

Date

Parent Signature

Date

Notary's Certificate of Acknowledgment

IF the student is unable to appear in person at the Heidelberg University Office of Financial Aid to verify their identity, they must provide a copy of a valid, unexpired government-issued photo ID, and sign this document in the presence of a notary.

This document should then be notarized below

State of _____ City/County of _____

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

and proved to me because of satisfactory evidence of identification _____
to be the above-named person who signed the foregoing document. (Type of unexpired government-issued photo ID provided)

WITNESS my hand and official seal

(Notary Signature)

(Seal)

My commission expires on _____
(Date)

RETURN THIS COMPLETED DOCUMENT TO:

Office of Financial Aid

Heidelberg University

310 E. Market St.

Tiffin, OH 44883

(T) 419.448.2293

(F) 419.448.2473



Office of Financial Aid
HEIDELBERG UNIVERSITY

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