

Your FAFSA was selected for review in a process called verification. By law, before awarding or disbursing Federal Student Aid, we are required to compare your FAFSA with the information on this institutional verification document and with any other required documents. **Please note:** if you wait to submit the required documents after the end of your semester or payment period or after you have withdrawn, you may not be eligible to receive financial aid. **Complete all sections and attach the required documentation. Incomplete forms will not be processed.**

STEP 1: Student Information

Student Name _____

Student ID _____

Student Email _____

Phone Number _____

STEP 2: Family Size and Number in College – Complete Table Below

- ✓ The student.
- ✓ The parents (including a stepparent) even if the student doesn't live with the parents.
- ✓ The parents' other children, if the parents will provide more than half of the children's support from July 1, 2026, through June 30, 2027, or if the other children would be required to provide parental information if they were completing a FAFSA for 2026–2027. **Note:** Include children who meet either of these standards, **even if a child does not live with the parents.**
- ✓ Other people if they now live with the parents and the parents provide more than half of the other person's support and will continue to provide more than half of that person's support through June 30, 2027.
- ✓ For any family member (except parents) attending college at least half-time (6 or more credits) during the 2026-27 award year, please provide the name of his or her college.
- ✓ If more space is needed, provide a separate page with the student's name and ID number at the top.
- ✓ **Note:** We reserve the right to request additional documentation if we have reason to believe that the information regarding family members enrolled in eligible postsecondary educational institutions is inaccurate.

| Full Name | Age | Relationship to Student | College Name | Will be Enrolled at least Half Time (Yes or no) |
|-----------|-----|-------------------------|------------------------------|---|
| | | Self | Arizona Christian University | |
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STEP 3: Student – Tax Filing Status and Income Information

Did you, the student, file a 2024 IRS Federal tax return? Please complete table.

| | | | | |
|---|---|--|--------------|---------------|
| <input type="checkbox"/> Yes | If you did not use FUTURE Act Data Direct Exchange (FA-DDX) when completing your 2026-27 FAFSA, please submit signed 2024 IRS federal tax return information. Please see step 6 on how to request this information. | | | |
| If NO... Check the box that applies and follow the instructions. <i>*Please see step six for further instructions</i> | <input type="checkbox"/> | I did not work for pay in 2024. I did not and was not required to file a 2024 federal tax return. | | |
| | <input type="checkbox"/> | I did work for pay in 2024 but did not and was not required to file a 2024 federal tax return (Attach W-2). | | |
| | | Employer's Name | W-2 Provided | Amount Earned |
| | | Example: ABC's Auto Body Shop | Yes | \$4,500 |

STEP 4: Parent – Tax Filing Status and Income Information

Did parent(s), file a 2024 IRS Federal tax return? Please complete table.

| <input type="checkbox"/> Yes | If parent(s) did/could not use FUTURE Act Data Direct Exchange (FA-DDX) when completing the 2026-27 FAFSA, please submit signed 2024 IRS federal tax return information. Please see step 6 on how to request this information. | | | | | | | | | | | | | | | |
|---|---|-----------------|--------------|---------------|-------------------------------|-----|---------|--|--|--|--|--|--|--|--|--|
| <p>If NO...Check the box that applies and follow the instructions.</p> <p><i>*Please see step six for further instructions</i></p> | <div style="display: flex; flex-direction: column;"> <div style="margin-bottom: 5px;"> <input type="checkbox"/> My parent did not work for pay in 2024. They did not and were not required to file a 2024 federal tax </div> <div style="margin-bottom: 5px;"> <input type="checkbox"/> My parent did work for pay in 2024 but did not and was not required to file a 2024 federal tax return (Attach W-2). </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 60%;">Employer's Name</th> <th style="width: 20%;">W-2 Provided</th> <th style="width: 20%;">Amount Earned</th> </tr> </thead> <tbody> <tr style="background-color: #e0e0e0;"> <td>Example: ABC's Auto Body Shop</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">\$4,500</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p style="margin-top: 10px;">IMPORTANT: Federal student aid regulations require that each parent who did not file a 2024 federal tax return to must submit an IRS Verification of Non-filing letter.</p> </div> | Employer's Name | W-2 Provided | Amount Earned | Example: ABC's Auto Body Shop | Yes | \$4,500 | | | | | | | | | |
| Employer's Name | W-2 Provided | Amount Earned | | | | | | | | | | | | | | |
| Example: ABC's Auto Body Shop | Yes | \$4,500 | | | | | | | | | | | | | | |
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STEP 5: Certifications and Signatures

Each person signing below certifies that all the information reported is complete and correct. **Warning: If you purposely give false or misleading information, you may be fined, sent to prison, or both.**

Student Signature _____ Date _____

Parent Signature _____ Date _____

STEP 6: Instructions to Request Tax Information

If you did file a 2024 IRS Federal Tax Return, please use one of the following options:

1. Email or deliver a **signed** copy of your 2024 IRS federal tax return with all schedules, along with all w-2s if filed joint.
2. Obtain your **2024 IRS Tax Return Transcript** online, at irs.gov/individuals/get-transcript. Click "Get Transcript Online" or "Get Transcript by Mail" and follow the directions provided. To access transcripts online, you will be required to create an account with the IRS.

If you did not file a 2024 IRS Federal Tax Return and need to obtain W-2s, please use one of the following options:

1. Contact each employer to request a copy of your 2024 W-2 form(s).
2. Go to irs.gov/individuals/get-transcript. Click "Get Transcript Online". You will be required to create an account with the IRS to access any tax transcripts online. Select **Wage & Income** Transcript for **2024**. Save and print document.

PARENTS ONLY: To obtain an IRS **Verification of Non-Filing Letter (VNF)**, go to irs.gov/individuals/get-transcript. Click on "Get Transcript Online" or "Get Transcript by Mail" and follow the directions. If the VNF letter is not available, request a Return or Account transcript, which states "no record of return filed" or "no transcript on file". If you need further assistance, please contact your advisor.

Student Information

Student's Name _____ Student ID _____

Student's Email _____ Phone Number _____

Instructions for Completion

Your FAFSA was selected for review in a process called verification, where the student is required to either appear in person at ACU or in the presence of a notary to verify identity. By law, before awarding or disbursing Federal Student Aid, students are required to provide this verification worksheet and with any other required documents. **Please note:** if you wait to submit the required documents after the end of your semester or payment period or after you have withdrawn, you may not be eligible to receive financial aid.

If the student can appear in person at ACU, you are responsible for the following:

1. Take this verification form with you in the presence of an authorized ACU representative to complete.
2. Present an unexpired government-issued photo identification such as but not limited to, a driver's license, state-issued ID, or passport.
3. The ACU representative will then make a copy of your ID, annotating the date the ID was received, the staff member's name and the staff member's signature to validate the information was received in person.

If the student cannot appear in person at ACU, please refer to page 2 for instructions.

I, _____ certify that _____
(School Official) (Name of Student)

appeared before me in person on _____ and student provided a copy of
(Date)

(Name of Unexpired Valid Government-Issued photo ID)

ACU Representative Printed Name

ACU Representative Signature

Date

Student Information

Student's Name _____ Student ID _____
 Student's Email _____ Phone Number _____

Instructions for Completion

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If the student cannot appear in person at ACU, you are responsible for the following:

1. Take this verification form with you to a notary, where it must be completed in their presence.
2. Present an unexpired government-issued photo identification such as but not limited to, a driver's license, state-issued ID, or passport.
3. This completed form must be **hand delivered** or **mailed** to your advisor, along with the ID presented to the notary. **Please note:** ACU is unable to accept photocopies of the notary statement. This includes, but is not limited to faxes, emails, or text messages.

Verification of Identity – To be Signed in the Presence of a Notary

Notary Acknowledgement Certificate

State of _____ City/County of _____

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

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

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

 Notary signature

My commission expires on _____
 Date