



# DEPENDENT VERIFICATION WORKSHEET (V5)

## 2024 – 2025

### AGGREGATE VERIFICATION

Your application for financial aid was selected for review in a process called "**Verification**." Please submit the documentation as soon as possible but no later than 120 days after your last day of enrollment, or by September 2025, whichever occurs first. The exact deadline date is determined by the Department of Education (ED) and is typically announced by the end of June. No funds will be disbursed until the verification process is completed. Failure to complete the verification process by the deadline will result in your ineligibility for Title IV funds for the award year. The law states we have the right to ask you for this information before awarding any federal aid. If there are differences between the information supplied on your federal application and your financial documents, we will need to correct this information. *We must review the required information under the financial aid program rules (34 CFR, Part 668).*

The Department of Education has requested that the institution verify certain items for a student selected for this review.

**\*\*** Certain information will not be necessary if you and/or your parent(s) were able to retrieve your tax information using the IRS Direct Data Exchange when completing the 2024-2025 FAFSA and no changes were made after the information was retrieved.

To review the status of your awards, please visit your GCU Student Portal at <http://gcuportal.gcu.edu/>.

If you have any questions, please contact your GCU Student Services Counselor (SSC).

#### A. Student Information

**STUDENT NAME:** \_\_\_\_\_ **GCU STUDENT NUMBER:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

#### B. Family Information

Provide your family information **only** if you did not use the IRS Direct Data Exchange **or** if you made a change to your family information after the data was retrieved. In most situations, the family information section will not need to be completed.

List the people in your parents' family (or in the event you don't live with both parents, the family of the parent providing the most support from July 1, 2024, through June 30, 2025). Include:

- Yourself and your parent(s) even if you don't currently reside with them. Include stepparent if stepparent lives in the home. Exclude a parent who has died or is not living in the home because of separation or divorce. Include a parent who is on active duty in the U.S. Armed Forces apart from their family.
- Your siblings, who live with your parent(s) (or live apart because of college enrollment) and receive more than half of their support from your parent(s) and will continue to receive more than half their support from your parent(s) from July 1, 2024, through June 30, 2025. If a child is between the ages of birth and one year, please list the age as "1."
- Other people if they live with your parent(s) and received more than half their support from your parent(s) and will continue to receive more than half their support from your parent(s) from July 1, 2024, through June 30, 2025.

The provided criteria for "dependent children" or "other persons" align with the requirement that family size align with whom the parent could claim as a dependent on a U.S. tax return if the parent were to file a U.S. tax return at the time of completing the 2024-2025 FAFSA. As a result, the parent should not include any unborn children in the family size.

Full Name	Age	Relationship
		Self

**C. Source of Income – Student: COMPLETE EITHER SECTION 1 OR SECTION 2****1. Student: Tax Filer**

Check the box that applies:

- ☐ **I have successfully used** the IRS Direct Data Exchange on the online FAFSA form to retrieve and transfer 2022 IRS income information into my 2024-2025 FAFSA. *GCU will use the IRS information that was transferred for the verification process.* Most tax filers fall into this category and will not be required to provide additional tax information.
- ☐ **I am unable to use** the IRS Direct Data Exchange on the online FAFSA form and will submit to the school a 2022 IRS Tax Return Transcript or, if I'm unable to obtain a transcript, a signed paper copy of the 2022 IRS tax return that was submitted to the IRS.

You may find the transcript at <https://www.irs.gov/individuals/get-transcript> and then click "Get Transcript Online." You must have access to a valid email address, a text-enabled mobile phone in your name, and specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). Make sure to request the "Return Transcript" and not the "Account Transcript." If "Get Transcript Online" is not available, click on "Get Transcript by Mail" or call 1-800-908-9946.

- ☐ Check here if your IRS Tax Return Transcript(s) or signed tax return(s) is attached to this worksheet.
- ☐ Check here if your IRS Tax Return Transcript(s) or signed tax return(s) will be submitted to GCU later. Verification cannot be completed until the IRS Tax Return Transcript(s) or signed tax return(s) has been submitted to GCU.

**2. Student: Non-Tax Filer** Complete this section if C.1 above did not apply and you will not file and were not required to file a 2022 income tax return with the IRS.

Check the box that applies:

- ☐ I was not employed, had no income earned from work in 2022, and was not required to file a U.S. tax return; **OR**
- I was employed in 2022 but was not required to file a tax return. Listed below are the names of all of my employers and the amount earned from each employer in 2022. **W-2s are required from all employers, and the source of income grid below must be completed.**

If you are a non-tax filer and sign this form, it is considered your statement of non-filing and you are attesting that you were not required to file a U.S. tax return and that you have disclosed all income earned from work in 2022 in the grid below.

<i>Student's Source of Income</i>	<i>2022 Amount</i>	<i>W-2 Attached? If not, why?</i>
	\$	
	\$	
	\$	
	\$	

**D. Source of Income – Parent(s): COMPLETE EITHER SECTION 1 OR SECTION 2**

**Important Note:** Notify the financial aid office if the parents filed separate IRS income tax returns for 2022 or had a change in marital status after December 31, 2022.

**1. Parent: Tax Filer**

Check the box that applies:

- ☐ **I have successfully used** the IRS Direct Data Exchange on the online FAFSA form to retrieve and transfer 2022 IRS income information into my 2024-2025 FAFSA. *GCU will use the IRS information that was transferred for the verification process.* Most tax filers fall into this category and will not be required to provide additional tax information.
- ☐ **I am unable to use** the IRS Direct Data Exchange on the online FAFSA form and will submit to the school a 2022 IRS Tax Return Transcript or, if I'm unable to obtain a transcript, a signed paper copy of the 2022 IRS tax return that was submitted to the IRS.

You may find the transcript at <https://www.irs.gov/individuals/get-transcript> and then click "Get Transcript Online." You must have access to a valid email address, a text-enabled mobile phone in your name, and specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). Make sure to request the "Return Transcript" and not the "Account Transcript." If "Get Transcript Online" is not available, click on "Get Transcript by Mail" or call 1-800-908-9946.

- ☐ Check here if your IRS Tax Return Transcript(s) or signed tax return(s) are attached to this worksheet.
- ☐ Check here if your IRS Tax Return Transcript(s) or signed tax return(s) will be submitted to GCU later.  
Verification cannot be completed until the IRS Tax Return Transcript(s) or signed tax return(s) have been submitted to GCU.

**2. Parent: Non-Tax Filer** Complete this section if D.1 above did not apply and you will not file and were not required to file a 2022 income tax return with the IRS.

Check the box that applies:

- ☐ I (we) was not employed, had no income earned from work in 2022 and was not required to file a U.S. tax return; OR
- ☐ I (we) was employed in 2022 but was not required to file a tax return. Listed below are the names of all my employers and the amount earned from each employer in 2022. **W-2s are required from all employers, and the source of income grid below must be completed.**

If you are a non-tax filer and sign this form, it is considered your statement of non-filing and you are attesting that you were not required to file a U.S. tax return and that you have disclosed all income earned from work in 2022 in the grid below.

Parent 1 Source of Income	2022 Amount	W-2 Attached? If not, why?
	\$	
	\$	
	\$	
Parent 2 Source of Income	2022 Amount	W-2 Attached? If not, why?
	\$	
	\$	
	\$	

**E. Proof of Identity: COMPLETE EITHER SECTION 1, 2, OR 3****1. To be Signed in the Physical Presence of a Grand Canyon University Official**

The student must appear in person at GCU 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 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 & signature of the official at the institution authorized to receive and review the student's ID.

**2. Video Conference with a Grand Canyon University Official**

The student must appear via video conference with a GCU university official 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 institution will maintain a scanned copy, electronic or hard copy, of the student's photo ID along with a screen capture of the video conference showing the university official and the student displaying the ID used to verify identity. The capture must include all participants' names and faces, visible via live video.

**3. To be Signed in the Presence of a Notary**

If the student is unable to appear in person at GCU or via video conference with a GCU official to verify his or her identity, the student must provide to the institution the following **via mail** to the address listed at the bottom of this page:

- A. A copy of the unexpired valid government-issued photo ID that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and
- B. The original Notary's Certificate of Acknowledgement provided below, which must be notarized.

**Notary's Certificate of Acknowledgement**

State of \_\_\_\_\_ City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_,  
(Date) (Notary's Name)

personally appeared, \_\_\_\_\_ and provided to me on basis of satisfactory  
(Printed Name of Signer)

evidence of identification \_\_\_\_\_ to be the above-named person who signed  
(Type of unexpired U.S. government-issued photo ID)  
the foregoing instrument.

**WITNESS my hand and official seal**  
(seal)

\_\_\_\_\_  
(Notary Signature)

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

**F. Certification and Signature**

By signing below, both student and parent, whose information was reported on the FAFSA, certify that all of the information reported is complete and correct.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Signature must be hand-signed. No photocopied, typed, or electronic signatures may be accepted. If notarized, the signature must be an original (i.e., "wet") that is mailed or delivered to GCU.*

**Mail this document and a copy of the photo ID presented (e.g., driver license) to the Notary to:** Grand Canyon University, Office of Financial Aid, P.O. Box 11549, Phoenix, AZ 85061. **California Notaries:** Using the separate CA notary form is acceptable as long as the type of photo ID presented is noted on the form. **WARNING:** If false or misleading information is purposely given on this worksheet, student/parent may be fined, sent to prison, or both.