



# INDEPENDENT VERIFICATION WORKSHEET (V1)

## 2025 – 2026

### STANDARD 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 2026, 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 requested within this form will not be necessary if you and/or your spouse were able to transfer your tax information using the IRS Direct Data Exchange when completing the 2025-2026 FAFSA and no changes were made after the information was transferred.

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

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

### A. Student Information

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

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

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

### B. Family Information

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Provide your family information **only** if you did not use the 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 family. Include:

- Yourself
- Your spouse (if married)
- Your children, if any, if they live with you (or live apart because of college enrollment) and they receive more than half of their support from you and they will continue to receive more than half their support from you from July 1, 2025, through June 30, 2026. If your child is between the ages of birth and one year, please list the age as "1."
- Other people if they live with you and receive more than half of their support from you and they will continue to receive more than half their support from you from July 1, 2025, through June 30, 2026.

The provided criteria for “dependent children” or “other persons” align with the requirement that family size align with whom the student could claim as a dependent on a U.S. tax return if the student were to file a U.S. tax return at the time of completing the 2025-2026 FAFSA. As a result, the student 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**

**Important Note:** Notify the financial aid office if you or your spouse filed separate IRS income tax returns for 2023 or had a change in marital status after December 31, 2023.

**1. Student: Tax Filer**

Check the single option that applies:

**I have successfully transferred my 2023 IRS income information** into my 2025-2026 FAFSA, retrieved using the IRS Direct Data Exchange on the online FAFSA form. 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.

**All other tax filers:** I was unable to use the IRS Direct Data Exchange on the online FAFSA form or the tax data did not transfer. I will submit to the school a 2023 IRS tax return transcript or, if I'm unable to obtain a transcript, a signed paper copy of the 2023 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. Student: Non-Tax Filer** Complete this section if you have not and will not file and were not required to file a 2023 income tax return with the IRS.

Check the single option that applies:

I was not employed, had no income earned from work in 2023, and was not required to file a U.S. tax return; **OR**

I was employed in 2023 but was not required to file a U.S. tax return. Listed below are the names of all my employers and the amount earned from each employer in 2023. **W-2s are required from all employers, and the source of income grid below must be completed.** Include gross income in form of money, goods, property, and services; income from goods created and sold on online platforms; income from part-time or seasonal work; income from services provided through mobile apps; and income from investments, self-employment, or other business activities.

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 2023 in the grid below.

<i>Student's Source of Income</i>	<i>2023 Amount</i>	<i>W-2 Attached? If not, why?</i>
	\$	
	\$	
	\$	
	\$	

**D. Source of Income – Spouse: COMPLETE EITHER SECTION 1 OR SECTION 2 IF APPLICABLE**

**1. Spouse: Tax Filer**

Check the single option that applies:

**I have successfully transferred my 2023 IRS income information** into my 2025-2026 FAFSA, retrieved using the IRS Direct Data Exchange on the online FAFSA form. 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.

**All other tax filers:** I was unable to use the IRS Direct Data Exchange on the online FAFSA form or the tax data did not transfer. I will submit to the school a 2023 IRS tax return transcript or, if I'm unable to obtain a transcript, a signed paper copy of the 2023 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.

Check here if your information is provided on the same tax transcript as the student.

**2. Spouse: Non-Tax Filer** Complete this section if you have not and will not file **and** were not required to file a 2023 income tax return with the IRS.

Check the single option that applies:

I was not employed, had no income earned from work in 2023, and was not required to file a U.S. tax return; **OR**

I was employed in 2023 but was not required to file a U.S. tax return. Listed below are the names of all my employers and the amount earned from each employer in 2023. **W-2s are required from all employers, and the source of income grid below must be completed.** Include gross income in form of money, goods, property, and services; income from goods created and sold on online platforms; income from part-time or seasonal work; income from services provided through mobile apps; and income from investments, self-employment, or other business activities.

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 2023 in the grid below.

<i>Spouse's Source of Income</i>	<i>2023 Amount</i>	<i>W-2 Attached? If not, why?</i>
	\$	
	\$	
	\$	

**E. Certification and Signature**

By signing below, the student certifies that all of the information reported is complete and correct.

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

Date: \_\_\_\_\_

Signature options: 1) Original mailed or delivered to GCU, 2) Original uploaded to Student Portal, 3) Signed by finger or stylus and uploaded to Student Portal, or 4) An image of a signature that is affixed to the document and uploaded to the Student Portal. A signature cannot be typed even if typed in a cursive font.

**WARNING: If false or misleading information is purposely given on this worksheet, student may be fined, sent to prison, or both.**