

**2025-2026 VERIFICATION WORKSHEET**  
 PLEASE COMPLETE AND ATTACH ALL OF THE REQUESTED INFORMATION

**STEP 1: STUDENT INFORMATION**

<i>Last Name</i>	<i>First Name</i>	<i>Student ID</i>	<i>Date of Birth</i>
<i>Street Address</i>		<i>City</i>	<i>State</i>
			<i>ZIP</i>
		Phone / E-Mail ( Circle One )	
<i>Student's Phone Number</i>	<i>Student's E-Mail Address</i>	<i>Best Way to Contact Student</i>	
		Phone / E-Mail ( Circle One )	
<i>Parent(s)' Phone Number (if applicable)</i>	<i>Parent(s)' E-Mail Address (if applicable)</i>	<i>Best Way to Contact Parent (if applicable)</i>	

**STEP 2: HOUSEHOLD INFORMATION**

COMPLETE THE CHART BELOW WITH THE FOLLOWING INFORMATION, BASED ON YOUR DEPENDENCY STATUS:

To determine your dependency status, visit: <https://studentaid.gov/apply-for-aid/fafsa/filling-out/dependency>

**DEPENDENT STUDENTS**  
 AS DEFINED BY THE U.S. DEPT. OF EDUCATION

- Yourself
- Your parent(s) (including a stepparent) even if you do not live with them. Exclude a parent who is not living in the household because of separation or divorce.
- Your sibling(s)
  - a) if they live in your parent(s)' household (or live apart because of college enrollment) *and*
  - b) if they receive and will continue to receive more than half of their support from your parent(s) between July 1, 2025 and June 30, 2026
- Other people, *only* if they live in your parent(s)' household and they receive and will continue to receive more than half of their support from your parent(s) through June 30, 2026

**INDEPENDENT STUDENTS**  
 AS DEFINED BY THE U.S. DEPT. OF EDUCATION

- Yourself
- Your spouse (if you are married)
- Your dependent children
  - a) if they live in your household (or live apart because of college enrollment) *and*
  - b) if they receive and will continue to receive more than half of their support from you or your spouse between July 1, 2025 and June 30, 2026
- Other people, *only* if they live in your household currently and will continue to receive more than half of their support from you or your spouse through June 30, 2026

Full Name	Age	Relationship
		<i>Self</i>

**STEP 3: VERIFICATION OF STUDENT INCOME INFORMATION FOR THE 2023 CALENDAR YEAR**  
**Important Note: The instructions below apply to the student and spouse (if the student is married).**

CHECK ONE and continue to **STEP 4:**

- \_\_\_\_\_ I am a tax filer. MassArt’s Office of Student Financial Assistance has requested a 2023 IRS Tax Return Transcript or a signed copy of my 2023 income tax return, and applicable schedules. The transcript or return is attached. **Other documents may be acceptable; please contact our office with questions.\***
- \_\_\_\_\_ I am a non-tax filer. I was not employed and had no income earned from work in 2023. If I am an Independent Student, a Verification of Non Filing Letter from the IRS or the non-tax filer form is attached.†
- \_\_\_\_\_ I am a non-tax filer. I was employed in 2023 and have completed the chart below. All 2023 IRS W-2 forms, or equivalent documents, are attached. If I am an Independent Student, a Verification of Non-Filing Letter from the IRS or the non-tax filer form is also attached.†

Employer’s Name	IRS W-2 or equivalent provided?	Annual Amount Earned in 2023
1.		\$
2.		\$
3.		\$

**STEP 4: VERIFICATION OF PARENT(S) INCOME INFORMATION FOR THE 2023 CALENDAR YEAR**  
**Important Note: The instructions below apply to each parent included in the household.**

CHECK ONE and continue to **STEP 5:**

- \_\_\_\_\_ I am a tax filer. MassArt’s Office of Student Financial Assistance has requested a 2023 IRS Tax Return Transcript or a signed copy of my 2023 income tax return, and applicable schedules. The transcript or return is attached. **Other documents may be acceptable; please contact our office with questions.\***
- \_\_\_\_\_ I am a non-tax filer. I was not employed and had no income earned from work in 2023. A Verification of Non Filing Letter from the IRS or the non-tax filer form is attached.†
- \_\_\_\_\_ I am a non-tax filer. I was employed in 2023 and have completed the chart below. All 2023 IRS W-2 forms, or equivalent documents, and a Verification of Non-Filing Letter from the IRS or the non-tax filer form is attached.†

Employer’s Name	IRS W-2 or equivalent provided?	Annual Amount Earned in 2023
1.		\$
2.		\$
3.		\$

**STEP 5: CERTIFICATION**

Each person signing below certifies that all of the information reported is complete and correct.

\_\_\_\_\_  
**Student Signature and Date**

(must be a “wet” signature, an electronic signature with a stylus or finger, or an attached image of the signature)

\_\_\_\_\_  
**Parent OR Student’s Spouse Signature and Date**

(must be a “wet” signature, an electronic signature with a stylus or finger, or an attached image of the signature)

\*To request a Federal Tax Return Transcript from the IRS, visit [IRS.gov](https://www.irs.gov) and click “Get your Tax Record”. If you filed a non-IRS Income Tax Return, filed an amended IRS Tax Return, were a victim of IRS tax-related identity theft, or were granted a filing extension, other documents may be accepted or required. Please contact Student Financial Assistance for more information.

†You can request a Verification of Non Filing Letter from the IRS by following the instructions above, or download the non-tax filer form at [massart.edu/costs-aid/important-forms](https://massart.edu/costs-aid/important-forms).