

2025-2026 Dependent Verification Worksheet-Standard (V1)

Your Free Application for Federal Student Aid (FAFSA) was selected for review in a process called **Verification**. To comply with federal regulations, we need to review the information you reported on the FAFSA to confirm its accuracy. This process must be completed before disbursing your financial aid. In this process, the Financial Aid Office will compare information from your FAFSA to the documentation you are **required** to submit. If there are any differences between your FAFSA and your documentation, we will update your application and recalculate your aid eligibility. You will be notified if your aid is revised.

SECTION A: STUDENT INFORMATION

STUDENT NAME: _____ CHC ID #: _____

ADDRESS: _____
(Street / Apartment) City/State/Zip

PHONE: _____ EMAIL: _____

All required documentation must be submitted with this form as verification cannot be completed until all documents are received. Incomplete forms and documentation will stop your verification process delaying your federal student aid disbursement.

SECTION B: FAMILY INFORMATION (please read and answer carefully)

Household Members: In the chart below, please list the people in your parents' household. Be sure to include:

- A. **Yourself (the student)**
- B. **The parent, including stepparent**, even if the student does not live with the parents
 - List both parents if your parents are married or are unmarried living together. If your parents do not live together, then list the parent who provided the most financial support to you over the past 12 months. If your parent is re-married, you must include both your parent and stepparent.
- C. **Your parents' other dependent children if:** your parent(s) will provide more than half of their support from July 1, 2025, through June 30, 2026 **-or-** if the other children would be required to provide parental information if they were to complete a FAFSA for 2025-2026. Include children who meet either of these standards even if the children do not live with the parents.
- D. **Other people**, if they currently reside with your parent(s) and your parent(s) will **provide more than half of their support** through June 30, 2026.

Number in College: Include the name of the College/University (do not abbreviate or use acronyms) for any household member, excluding your parent(s), who will be enrolled at least half time in a degree or certificate program at any time between July 1, 2025, and June 30, 2026. **You must report the actual name of the College/University. Please do not abbreviate. If any box is left blank, it will render this form incomplete. If a mistake is made, please complete a new form before submitting it to our office.**

FULL NAME (First and Last Name)	AGE	RELATIONSHIP TO THE STUDENT	COLLEGE/UNIVERSITY (Do not include High school, elementary, etc.)	Will you/they be enrolled at least ½ time? (Yes or No)
		SELF (student)	Chestnut Hill College	

(If more space is needed, please attach a separate sheet with Student's Name, ID#, and information from the chart)

STUDENT NAME: _____ **CHC ID #:** _____

SECTION C: STUDENT TAX FILING STATUS AND INFORMATION TO BE VERIFIED

DIRECTIONS: Read each response carefully and select **ONLY ONE** (1) of the choices below. You **must** submit all required tax documentation with this worksheet otherwise your verification review and aid processing will be delayed. ***If any box is left blank, it will render this form incomplete. If a mistake is made, please complete a new form before submitting it to our office.***

CHECK ONLY ONE (1) BOX (Read and select carefully)	Required Tax Documentation (Must be submitted with this form)
<p>____ I, the student, <u>DID FILE</u> a 2023 Federal Tax Return and <u>HAVE USED</u> the IRS Data Retrieval Tool (DRT) to transfer my 2023 IRS Tax Information -OR- I, the student, <u>DID FILE</u> a 2023 Federal Tax Return but <u>WAS UNABLE TO OR WILL NOT USE</u> the IRS Data Retrieval Tool (DRT) to transfer my 2023 IRS Tax Information to my 2025-2026 FAFSA.</p>	<p>A. <u>IF DRT USED:</u> No further tax documentation required unless otherwise requested by the Financial Aid Office.</p> <p>B. <u>IF DRT NOT USED,</u> you must:</p> <p>1) Submit a <u>signed</u> copy of the <u>2023 FEDERAL TAX RETURN (1040) including Schedule 1, 2, & 3.</u></p> <p>-OR-</p> <p>2) Submit an official <u>2023 IRS TAX RETURN TRANSCRIPT</u> from the IRS.</p> <p>To get a transcript, visit https://www.irs.gov.</p>
<p>____ I, the student, <u>DID FILE</u> a 2023 Federal Tax Return but <u>AMENDED MY TAX RETURN (filed a 1040X)</u> with the IRS and <u>DID USE</u> the IRS Data Retrieval Tool (DRT) -OR- I, the student, <u>DID FILE</u> a 2023 Federal Tax Return but <u>AMENDED MY TAX RETURN (filed a 1040X)</u> with the IRS but <u>DID NOT USE</u> the IRS Data Retrieval Tool (DRT), on the 2025-2026 FAFSA to transfer my original tax information</p>	<p>A. <u>IF DRT USED:</u> Submit a signed copy of the <u>2023 IRS FORM 1040X</u> "Amended U.S. Individual Income Tax Return"</p> <p>B. <u>IF DRT NOT USED,</u> you must:</p> <p>1) Submit a <u>signed</u> copy of the <u>2023 IRS FORM 1040X</u> "Amended U.S. Individual Income Tax Return"</p> <p>-AND-</p> <p>2) Submit a signed copy of the <u>2023 FEDERAL TAX RETURN (1040) including Schedule 1, 2, & 3 which</u> was initially submitted to the IRS -OR- an official <u>2023 IRS TAX RETURN TRANSCRIPT</u> from the IRS.</p> <p>To get a transcript, visit https://www.irs.gov/individuals/get-transcript</p>
<p>____ I, the student, <u>WAS NOT EMPLOYED</u> and <u>DID NOT EARN INCOME FROM WORK</u> in 2023, therefore <u>I DID NOT AND WAS NOT REQUIRED TO FILE</u> a 2023 Federal Tax Return.</p>	<p>A. No further tax documentation is required unless otherwise requested by the Financial Aid Office.</p>
<p>____ I, the student, <u>DID EARN INCOME FROM WORK</u> in 2023 but <u>I DID NOT AND WAS NOT REQUIRED TO FILE</u> a 2023 Federal Tax Return.</p>	<p>A. Submit all <u>2023 W-2's</u> and/or <u>2023 1099's</u></p> <p>-OR-</p> <p>B. Submit the <u>2023 IRS WAGE AND INCOME TRANSCRIPT</u></p> <p>To get a transcript, visit https://www.irs.gov.</p>

STUDENT NAME: _____ **CHC ID #:** _____

SECTION D: PARENT(S) TAX FILING STATUS AND INFORMATION TO BE VERIFIED

DIRECTIONS: Read each response carefully and select **ONLY ONE** (1) of the choices below. You **must** submit all required tax documentation with this worksheet otherwise your verification review and aid processing will be delayed. ***If any box is left blank, it will render this form incomplete. If a mistake is made, please complete a new form before submitting it to our office.***

CHECK ONLY ONE (1) BOX (Read and select carefully)	Required Tax Documentation (Must be submitted with this form)
<p>____ I, the parent(s), <u>DID FILE</u> a 2023 Federal Tax Return and <u>HAVE USED</u> the IRS Data Retrieval Tool (DRT) to transfer my 2023 IRS Tax Information -OR- I, the parent(s), <u>DID FILE</u> a 2023 Federal Tax Return but <u>WAS UNABLE TO OR WILL NOT USE</u> the IRS Data Retrieval Tool (DRT) to transfer my 2023 IRS Tax Information to my 2025-2026 FAFSA.</p>	<p>A. <u>IF DRT USED:</u> No further tax documentation required unless otherwise requested by the Financial Aid Office.</p> <p>B. <u>IF DRT NOT USED,</u> you must: 1) Submit a <u>signed</u> copy of the <u>2023 FEDERAL TAX RETURN (1040) including Schedule 1, 2, & 3.</u> -OR- 2) Submit an official <u>2023 IRS TAX RETURN TRANSCRIPT</u> from the IRS.</p> <p>To get a transcript, visit https://www.irs.gov.</p>
<p>____ I, the parents(s), <u>DID FILE</u> a 2023 Federal Tax Return but <u>AMENDED MY TAX RETURN (filed a 1040X)</u> with the IRS and <u>DID USE</u> the IRS Data Retrieval Tool (DRT) -OR- I, the parent(s), <u>DID FILE</u> a 2023 Federal Tax Return but <u>AMENDED MY TAX RETURN (filed a 1040X)</u> with the IRS but <u>DID NOT USE</u> the IRS Data Retrieval Tool (DRT), on the 2025-2026 FAFSA to transfer my original tax information</p>	<p>C. <u>IF DRT USED:</u> Submit a signed copy of the <u>2023 IRS FORM 1040X</u> "Amended U.S. Individual Income Tax Return"</p> <p>D. <u>IF DRT NOT USED,</u> you must: 1) Submit a <u>signed</u> copy of the <u>2023 IRS FORM 1040X</u> "Amended U.S. Individual Income Tax Return" -AND- 2) Submit a signed copy of the <u>2023 FEDERAL TAX RETURN (1040) including Schedule 1, 2, & 3</u> which was initially submitted to the IRS -OR- an official <u>2023 IRS TAX RETURN TRANSCRIPT</u> from the IRS.</p> <p>To get a transcript, visit https://www.irs.gov.</p>
<p>____ I, the parent(s), <u>WAS NOT EMPLOYED</u> and <u>DID NOT EARN INCOME FROM WORK</u> in 2023, therefore <u>I DID NOT AND WAS NOT REQUIRED TO FILE</u> a 2023 Federal Tax Return.</p>	<p>A. Submit the official <u>2023 IRS Verification of Non-Filing</u></p> <p>To get a transcript, visit https://www.irs.gov.</p>
<p>____ I, the parent(s), <u>DID EARN INCOME FROM WORK</u> in 2023 but <u>I DID NOT AND WAS NOT REQUIRED TO FILE</u> a 2023 Federal Tax Return.</p>	<p>A. Submit the official <u>2023 IRS Verification of Non-Filing</u> -and- B. Submit all <u>2023 W-2's</u> and/or <u>2023 1099's</u> -OR- C. Submit the official <u>2023 IRS Verification of Non-Filing</u> -and- D. Submit the <u>2023 IRS Wage and Income Transcript</u></p> <p>To get a transcript, visit https://www.irs.gov.</p>



Financial Aid Office

9601 Germantown Ave, Philadelphia, PA 19118

Phone: (215) 248-7182 / Fax: (215) 242-7705

finaid@chc.edu

STUDENT NAME: _____ CHC ID #: _____

SECTION E: CERTIFICATIONS AND SIGNATURES (Required)

Please Read Carefully: By signing this form, I affirm that all information on this form and any attachments is complete and accurate to the best of my knowledge. If requested, I agree to provide documentation to support the information I have provided on this form. I understand that if I purposely give false or misleading information on this worksheet it may be cause for denial, reduction, withdrawal, and/or repayment of financial aid, and I may be subject to a fine, imprisonment, or both, under provisions of the United State Criminal Code and disciplinary actions by Chestnut Hill College. If I have any questions or concerns, I will contact Chestnut Hill College (CHC) Financial Aid Office immediately. Your documentation must contain an original signature. We cannot accept forms containing e-signatures or typed signatures. Do not use an E-Pen.

Due to recent guidance issued by the Department of Education, we can no longer accept documentation with any Personally Identifiable Information (PII) via non-secure methods (i.e.: email). PII is any data that could potentially identify a specific individual or any information used to distinguish one person from another. This includes documentation containing social security numbers, date of birth, etc. We are unable to accept documentation by email.

***To expedite processing, please submit all documentation via MyCHC Doc Uploader.
You may also mail, fax, or drop-off in person. PLEASE DO NOT EMAIL.***

Your documentation must contain an original signature. We cannot accept forms containing e-signatures, typed signatures, or e-pen.

Doc Uploader: my.chc.edu

Mail to: Financial Aid Office, Chestnut Hill College, 9601 Germantown Ave, Philadelphia, PA 19118

In-Person: Financial Aid Office, St Joseph Hall, First Floor, North Wing

Fax: (215) 242-7705

Your documentation must contain an original signature. We cannot accept forms containing e-signatures or typed signatures. Do not use an E-Pen.

Student Signature: (original): _____ (required)

Student Name (print): _____ (required)

Date: _____ (required)

Parent Signature: (original): _____ (required)

Parent Name (print): _____ (required)

Date: _____ (required)