



2025-26 V5 Verification Worksheet

Your 2025-2026 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Clark State College is required to collect the following information and compare it to the information reported on the FAFSA. If any discrepancies are found, we will make the corrections to your FAFSA.

SECTION A: STUDENT INFORMATION

Name: _____ Student ID Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Primary Phone: _____

SECTION B: FAMILY INFORMATION

Dependent Students <i>List the people in your Parent's household including:</i>	Independent Students <i>List the people in your household including:</i>
Yourself and your parent(s), including step-parent.	Yourself, and your spouse, if you have one.
Your parents' other children, IF your parents will provide more than half of their support from July 1, 2025 thru June 30, 2026 OR the children would be required to provide parental information when filing the FAFSA.	Your children, if you will provide more than half of their support from July 1, 2025 through June 30, 2026.
Other people if they now live with your parents and your parents provide more than half of their support and will continue to from July 1, 2025 through June 30, 2026.	Other people if they now live with you and you provide more than half of their support and will continue to from July 1, 2025 through June 30, 2026.

If more space is needed, attach a separate page with the student's name and student ID at the top.

Full Name	Age	Relationship to Student	College	Will be Enrolled at least HALF TIME (Yes or No)
		Self	Clark State College	

SECTION C: TAX FORMS AND INCOME INFORMATION (ALL APPLICANTS)

STUDENT Tax Forms and Income Information

Check only one box below

- The student has consented to use the Direct Data Exchange (DDX) on the FAFSA to retrieve and transfer 2023 IRS income information into the student’s FAFSA, either on the initial FAFSA or when making a correction to the FAFSA OR will provide the institution with a 2023 IRS Tax Return Transcript(s) or a signed copy of the 2023 income tax return and applicable schedules.
- The student was not employed and had no income earned from work in 2023 OR the student was employed but was not required to file a 2023 federal tax return.

TAX RETURN NON-FILERS:

Complete this section if the student indicated above, they will not file and are not required to file a 2023 income tax return with the IRS. List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.

Sources of Income <i>Complete only if you did not file taxes</i>	Amount Earned in 2023	W-2 Attached
	\$	
	\$	
	\$	

SPOUSE’S or PARENT’S Tax Forms and Income Information

Check only one box below

- The spouse or parent has consented to use the Direct Data Exchange (DDX) on the FAFSA to retrieve and transfer 2023 IRS income information into the student’s FAFSA, either on the initial FAFSA or when making a correction to the FAFSA OR will provide the institution with a 2023 IRS Tax Return Transcript(s) or a signed copy of the 2023 income tax return and applicable schedules.
- The spouse or parent was not employed and had no income earned from work in 2023 OR the student was employed but was not required to file a 2023 federal tax return.

TAX RETURN NON-FILERS:

Complete this section if the spouse or parent indicated above, they will not file and are not required to file a 2023 income tax return with the IRS. List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.

Sources of Income <i>Complete only if you did not file taxes</i>	Amount Earned in 2023	W-2 Attached
	\$	
	\$	
	\$	

SECTION D: IDENTITY VERIFICATION

Check the document that applies to you and submit it via option 1 or 2.

- Driver’s License
- State Issued ID
- US Passport

OPTION 1: PRESENT DOCUMENTS TO FINANCIAL AID OFFICE IN PERSON *(To be signed at Clark State)*

By signing and dating this worksheet, I certify that (1) I am the student and (2) all of the information reported on this form is completed and correct.

Student Signature: _____ **Date:** _____

Parent Signature *(For dependent students only):* _____ **Date:** _____

OFFICE USE ONLY

Print FA Staff Name: _____

Type of Document(s) Collected: _____ **Exp. Date if Any:** _____

Date: _____

OPTION 2: PRESENT DOCUMENTS TO A NOTARY

(To be signed with a Notary Public Official and sent to the Clark State Financial Aid Office)

If you are unable to appear in person at Clark State to provide proof of US citizenship or eligible non-citizenship status, you must present your original documents to a Notary Public Official.

DOCUMENT PROVIDED *(To be completed by Notary Public Official)*

Valid Unexpired Photo Identification

TYPE OF ID	EXPIRATION DATE	ISSUING AUTHORITY

Notary's Certificate of Acknowledgement:

State of _____

City/County of _____

On _____, _____, personally appeared,
(Date) (Student's Name)

and provided _____
(Document Type)

WITNESS my hand and official seal:

(Seal)

Notary' Phone Number: _____

(Notary Signature) My commission expires on _____
(Date)

MAIL NOTARIZED FORM TO:

Clark State College, Financial Aid Office
570 E. Leffel Lane, Springfield, Ohio 45505
financialaid@clarkstate.edu • 937-328-6034