

## 2026-2027

# Dependent Verification Worksheet

Your **2026–2027 Free Application for Federal Student Aid (FAFSA)** was selected for a review process called **verification**, which is used to confirm that the information reported is accurate. Duquesne University will compare the information on your FAFSA with this worksheet and any required documentation, including **2024 tax information**. If differences are found, your FAFSA may need to be corrected, which could result in a change to your federal financial aid eligibility. Verification must be completed before certain types of aid can be disbursed, and **all required documents must be submitted within 30 days of the date of your original notification**. Failure to submit the required information by the deadline may result in delays, reductions, or cancellation of aid. As a **Dependent Student**, you must complete the parent sections of this worksheet and obtain a parent signature. Please contact the Duquesne University Financial Aid Office if you have questions or need assistance.

### A. Student Information

---

Last Name	First Name	MI	SSN or ID Number
Student's Street Address (include apt. no.)			Date of Birth
City	State	Zip Code	Email Address (optional)
Student's Home Phone Number, including area code (optional)			Cell Phone Number (optional)

### B. Students Family Information

---

Please list the people in your household, as reported on the FAFSA, including:

- You (the student)
- Your custodial parent(s) or legal guardians
- Siblings (including step or foster siblings) if they live with you OR they live apart for reasons such as being in college **AND more than half of their support from July 1, 2026, through June 30, 2027.**
- Other people if they now live with you and you provide **more than half** of their support and will continue to provide **more than half** of their support from July 1, 2026, through June 30, 2027.

Student Name: \_\_\_\_\_

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>David Smith (example)</i>	21	<i>Self</i>	<i>Duquesne University</i>	<i>Yes</i>

**C. Student’s Income Information to Be Verified**

**For federal income tax filers:**

If you were eligible to use the FUTURE Act Direct Data Exchange (FA-DDX) **and** your tax information was transferred and unchanged, then no additional income documentation should be needed. Simply complete sections A, B, D, and E of this worksheet and submit the SIGNED worksheet to the financial aid office at UNW.

- Please check this box if you used the Direct Data Exchange.

If you were NOT eligible to use the FUTURE Act Direct Data Exchange (FA-DDX) on the FAFSA, you may need to provide additional documentation, in addition to the **SIGNED** worksheet.

**Student (check one - if you had to manually enter your income information on the FAFSA)**

- Student filed a 2024 federal tax return and income information did not get transferred on to the FAFSA. Student is submitting **SIGNED** copies of the first 2 pages of the 2024 federal tax return AND copies of schedules 1 and 3 (if filed).
- Student did not file and are not required to file a 2024 federal tax return:
  - o Student will need to submit a copy of ALL W-2s received in 2024 **AND** the student must write the amount and sources of any income in the table below. This only applies to the student who did not file, earned income and is not required to file a 2024 federal tax return.
  - o Student will need to upload a copy of all of 2024 W-2s in Banner Self Service.

Employer’s Name	IRS W-2 Provided?	Annual Amount Earned in 2024
<i>(Example) ABC’s Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned from work		\$

Student Name: \_\_\_\_\_

**D. Parent's Income Information to be Verified**

---

Please check this box if you, the parent, used the Direct Data Exchange.

**Parent(s) (check one - if you had to manually enter your income information on the FAFSA)**

- The Parent(s) filed a 2024 federal tax return and income information did not get transferred onto the FAFSA. Parent is submitting **SIGNED** copies of the first 2 pages of the 2024 federal tax return AND copies of schedules 1 and 3 (if filed).
- Parent(s) did not file and is not required to file a 2024 federal tax return:
  - o Parent(s) will need to submit a copy of ALL W-2s received in 2024 AND the student must write the amount and sources of any income in the table below. This only applies to the student who did not file and is not required to file a 2024 federal tax return.
  - o Your parent(s) will need to submit a copy of all of 2024 W-2s in Banner Self Service.

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2024
<i>(Example) Joe Smith / Self-Employed</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned from work		\$

**E. Certification and Signatures**

---

Each person signing this worksheet certifies that all information reported is complete and correct to the best of their knowledge. The student and one parent whose information was reported on the FAFSA must sign and date this worksheet.

**Warning:** Providing false or misleading information on this worksheet may result in fines, imprisonment, or both under the U.S. Criminal Code and the Higher Education Act.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parents Signature

\_\_\_\_\_  
Date