



2025-2026 Independent Student Verification Worksheet (V5)

****The Financial Aid Office has received notification that your FAFSA has been selected for Federal Verification. Please fill out each section below and follow the instructions for each step carefully. An incomplete form will not be accepted by The Office of Financial Aid****

STEP 1: Student Information

Last Name	First Name	M.I.	JFK Muhlenberg Student ID
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Permanent Address: Street (include apt. no.)	City/State/Zip	Date of Birth
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Preferred Phone Number (include Area Code)	Permanent Phone Number (include Area Code)	Email Address
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STEP 2: Family Household Information

List the members of your household in the chart below (household information on the FAFSA) Include:

- Yourself
- Your Spouse, if you are married
- Your or your spouse's other dependent children if you or your spouse will provide more than half of your support from July 1, 2025-June 30, 2026 or if the child would be required to provide your information if they were completing a FAFSA for 2025-2026, even if they do not live with you.
- Other people only if they now live with you and your spouse and you will provide more than half of your support from July 1, 2025-June 30, 2026.

Include the name of the college for any household member listed who is, or will be, enrolled at least half time (6 or more credits) in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2025 and June 30, 2026.

Full Name	Age	Relationship to Student	Name of College (if enrolled at least half-time)	Expected Date of Graduation (MM/YY)
		Self	JFK Muhlenberg	

*****If you need more space, attach a separate page that includes the student's name at the top.***

STEP 3: Student Tax Information

Check the box that indicates the student tax filing status for 2023:

- ☐ I did not and was not required to file a Federal Income Tax Return for 2023 and **will submit a JFK Muhlenberg Tax Non-Filer Form** to the JFK Muhlenberg Financial Aid office.
- ☐ I used the IRS Direct Data Exchange (DDX) through the [FAFSA](#) website.
- ☐ I filed and will submit a signed copy of my 2023 U.S. Federal Income Tax Return -Form 1040 or a 2023 IRS Tax Return Transcript (*Obtained online at www.irs.gov*).
- ☐ I filed and will submit a signed copy of my 2023 Amended U.S. Federal Income Tax Return- Form 1040X and a 2023 IRS Tax Account Transcript (*Obtained online at www.irs.gov*).
- ☐ I filed and will submit a signed copy of my 2023 non-U.S. Income Tax Return (U.S. Territories or Foreign Tax Return), or a 2023 non-U.S. Income Tax Return Transcript (*if it is available for free*).

STEP 4: Proof of Identity

The student must appear in person at the Financial Aid Office, JFK Muhlenberg, 1200 Randolph Road, Plainfield, NJ 07072 to verify their identity by presenting a valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or a passport. JFK Muhlenberg will maintain a copy of the student's photo ID that is annotated with the date it was received and reviewed and the name of the official at the institution authorized to collect the student's ID.

- ☐ **I have shown proof of identity to a JFK Muhlenberg Financial Aid Officer in the form of photo identification such as a driver's license or passport. (The Financial Aid Officer must review, sign and date the copy of the identification.)**

Student's Signature

Date

Counselor's Name

Counselor's Signature

Date

(Financial Aid Officers must also sign and date a copy of the Student ID)

Continue to complete certification on page 3.

STEP 5: Certification and Signatures

By signing this worksheet, I certify that all of the information reported is complete and correct:

Student's Signature

Date

Student's Name (Please Print)

Student's ID Number

Spouse's Signature (If applicable)

Spouse's Name (Please Print)

Date

Step 6 – Institutional Certification and Signatures

Please indicate the format of Verification conducted:

☐ **Video Call Verification**

☐ **In-person Verification**

Officer's Name (Please Print)

Officer's Signature

Date