

**SETON HALL UNIVERSITY**  
**2025-2026 Verification Worksheet**

**DEPENDENT**

Your financial aid application has been selected for a process called “Verification.” This completed worksheet, along with copies of your and your parent’s IRS Tax Return Transcript or Income Tax Return will be used to confirm the information provided on your 2025-2026 FAFSA. Upon completion of this review, we will send corrections as needed to the Office of Federal Student Aid. Subsequently, an update of your financial aid awards will be forwarded to you. All students will be able to view their final awards on Pirate Net. **Additionally, please note that all documentation must be submitted before September 1, 2025 for consideration of any Institutional Grant Funding. Exceptions to this date will not be considered.**

- All documents (including tax returns) should be uploaded to the following secure site:
- [https://setonhall.formstack.com/forms/financial\\_aid\\_office\\_document\\_submission](https://setonhall.formstack.com/forms/financial_aid_office_document_submission)

Student Name: \_\_\_\_\_ SHUID: \_\_\_\_\_ Last 4-digits of SS# \_\_\_\_\_  
 (Please print) Last First MI

Address: \_\_\_\_\_  
 Street City State Zip

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cellular Phone: (\_\_\_\_) \_\_\_\_\_

**SECTION A: VERIFICATION OF HOUSEHOLD SIZE AND NUMBER IN COLLEGE**

Write the names of all household members in the spaces below, including yourself and parents/stepparent (**Do not only list yourself**). Also write the name of the college for any household member, excluding your parent(s), who will be attending at least half time between July 1, 2025 and June 30, 2026, and will be enrolled in a degree, diploma, or certificate program. If you need more space attach a separate page.

Full Name	Age	Relationship to Student	Name of College/University attended in 2025-2026
		Self	

**For Office use Only**  
 Scan Only (No Update)  
 Attach to \_\_\_\_\_  
 Update Status to \_\_\_\_\_

**SECTION B: FEDERAL TAX FILING STATUS AND INCOME VERIFICATION**

*☐ Please check here if you were required to manually enter your 2023 income when completing the 2025-2024 FAFSA*

Have your parent(s) completed a 2023 Federal Income Tax Return?

☐ YES – if yes, please provide a copy of your parent(s) 2023 IRS Tax Return Transcript(s)\*, **OR** photocopies of the Federal Income Tax Return, along with this completed Verification Worksheet. If your parents filed separate federal tax returns, you must include both Tax Return Transcripts or Federal Income Tax Returns.

☐ NO – if no, and your parent(s) were not required to file a 2023 Federal Income Tax Return, please list the name of the employer(s) and the 2023 amount earned along with copies of the 2023 IRS W-2 for each employer and attach to this completed Worksheet:

Employer: \_\_\_\_\_ Earnings: \$ \_\_\_\_\_

Employer: \_\_\_\_\_ Earnings: \$ \_\_\_\_\_

Have you (student) completed a 2023 Federal Income Tax Return?

☐ YES – if yes, please provide a copy of your 2023 IRS Tax Return Transcript(s)\*, **OR** photocopies of the Federal Income Tax Return, along with this completed Verification Worksheet.

☐ NO – if no, and you were not required to file a 2023 Federal Income Tax Return, but earned income, please list the name of the employer(s) and the 2023 amount earned, along with copies of the 2023 IRS W-2 for each employer and attach to this completed Worksheet:

Employer: \_\_\_\_\_ Earnings: \$ \_\_\_\_\_

Employer: \_\_\_\_\_ Earnings: \$ \_\_\_\_\_

Did you have earnings from a work-study job in 2023? ☐ YES  
☐ NO

**Please note: If the student or parent, filed or will file, an amended 2023 IRS tax return, please indicate by checking here ☐.**

Date completed \_\_\_/\_\_\_/\_\_\_ If completed, please attach copies of the 2023 IRS Tax Return Transcript and a signed copy of the 2023 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

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\*An IRS tax return transcript can be obtained at no cost from the IRS or other relevant tax authority of a U.S. Territory (Guam, American Samoa, the U.S. Virgin Islands) or commonwealth (Puerto Rico and the Northern Mariana Islands), or a foreign government, that lists 2023 tax account information of the tax filer. **If your parents are married, and filed separate 2023 tax returns, 2023 IRS tax return transcripts OR photocopies of the Federal Income Tax Return must be submitted for each parent.**

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**SECTION C: CERTIFICATION AND SIGNATURES**

I give permission to the Office of Financial Aid to verify any additional information I provide on this form. I certify that all of the information provided on this form is correct to the best of my knowledge. I understand that if I purposely give false or misleading information on this form, I am liable for cancellation or repayment of all or part of my financial aid.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>For Office use Only</b> __ Scan Only (No Update) __ Attach to _____ __ Update Status to _____
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