

2025–2026 Verification Worksheet - CADAA

Independent Student

Your 2025-2026 California Dream Application (CADAA) was selected for review in a process called verification. The law says that before awarding State Student Aid, the college needs to confirm certain information that you reported on your CADAA. To verify that you provided correct information the financial aid office at your school will compare your CADAA with the information on this worksheet and with any other required documents. If there are differences, your CADAA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid office at your school. Your school may ask for additional information. If you have questions about verification, contact the Financial Aid Office as soon as possible so that your financial aid will not be delayed.

A. Independent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's ID Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)			Student's Alternate or Cell Phone Number

B. Independent Student's Family Information

List below the people in your household. Include:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you will provide more than half of their support from July 1, 2025, through June 30, 2026, or if the child would be required to provide your information if they were completing a CADAA for 2025–2026. Include children who meet either of these standards, even if they do not live with you.
- 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 through June 30, 2026.

Include the name of the college for any household member who will be enrolled at least half time, in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2025, and June 30, 2026. *If more space is needed, attach a separate page with your name and Social Security Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Marty Jones(example)</i>	<i>28</i>	<i>Self</i>	<i>Central University</i>	<i>Yes</i>

Student's Name: _____ ID: _____

C. Independent Student's Income Information to Be Verified

1. TAX RETURN FILERS—**Important Note:** If you (or your spouse, if married) filed, or will file, an amended 2023 IRS tax return, you must contact your financial aid administrator before completing this section.

☐ **CHECK here if you filed amended tax return in 2023**

Instructions: Complete this section if you, the student, filed or will file a 2023 income tax return with the IRS. *The best way to verify income is by using the **IRS Data Retrieval Tool** that is part of CADAA on the Web. If you have not already used the tool, go to CADAA.gov, log in to your CADAA record, select "Make CADAA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2023 IRS income tax information into your CADAA. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator. If you do not use or are not able to use the IRS Data Retrieval Tool, you must request an IRS Tax Return Transcript directly from the IRS to verify your 2023 income.*

Check the box that applies:

- ☐ I, the student, have used the IRS Data Retrieval Tool in CADAA on the Web to transfer my (and, if married, my spouse's) 2023 IRS income information into my CADAA, either on the initial CADAA or when making a correction to the CADAA. *Your school will use the IRS information that was transferred in the verification process.*
- ☐ I, the student, have not yet used the IRS Data Retrieval Tool, but I will use the tool to transfer my (and, if married, my spouse's) 2023 IRS income information into my CADAA once I have filed my 2023 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval Tool. Your school cannot complete the verification process until your (and, if married, your spouse's) IRS information has been transferred into your CADAA.*
- ☐ I, the student, am unable or choose not to use the IRS Data Retrieval Tool in CADAA on the Web, and I will submit to the school **2023 IRS tax return transcript(s)—or photocopies of the income tax return.** *To obtain an IRS tax return transcript, go to www.irs.gov and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when your 2023 IRS tax return was filed).*
- ☐ *Check here if an IRS tax return transcript(s) or copies of the income tax returns attached to this worksheet.*
- ☐ *Check here if IRS tax return transcript(s) or copies of the income tax returns will be submitted to your school later. Verification cannot be completed until the IRS tax return or transcript(s) has been submitted to your school.*

2. TAX RETURN NONFILERS—Complete this section if you, the student (and, if married, your spouse), will not file and are not required to file a 2023 income tax return with the IRS. **If you did not file a federal tax return, you (and your spouse if married) are required to submit a 'Verification of Non-filing' letter from the I.R.S.**

Request a 'Verification of Non-filing' letter from the IRS at www.irs.gov. a) In the Tools section on the homepage, click "Get a Transcript" b) Click "Get Transcript Online" c) Under "First Time User", select "Get Started". If you already have an account, enter your user ID under "Returning Users" section 5. If you are unable to register or you prefer not to use the "Get Transcript Online" option, you must complete the 4506-T Form.

Check the box that applies:

- ☐ The student (and, if married, the student's spouse) was not employed and had no income earned from work in 2023. Students are required to submit a '**Verification of Non-filing letter**'.
- ☐ The student (and/or the student's spouse if married) was employed in 2023 and has listed on the next page the names of all employers, the amount earned from each employer in 2023, and whether an IRS W-2 form is attached. Attach a '**Verification of Non-filing letter**' for student (and spouse, if married), and must submit copies of all 2023 W-2 forms issued to you (and, if married, to your spouse) by employers.

Student's Name: _____ ID: _____

List every employer you and your spouse worked for in 2023, even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and SSN at the top.

Employer's Name	2023 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

3. If your family income was not sufficient to pay rent, food, and other expenses, explain how your expenses were met in 2023. (You may attach a separate sheet if additional space is needed.)

D. Certification and Signature

I certify that all of the information reported on this worksheet is complete and correct. The student must sign this worksheet. If married, the spouse's signature is optional.

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Student's Signature

Date

Spouse's Signature

Date

Submit this worksheet to the financial aid office at your school.