

2025–2026 Verification Worksheet for CADAA

Dependent 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 and your parents 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 and a parent 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. Dependent 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. Dependent Student's Family Information

List below the people in your parent(s)' household. Include:

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2025, through June 30, 2026, or if the other children would be required to provide parental information if they were completing a FAFSA for 2025–2026. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2026.

Include all the members of your family. Include the name of the college for any household member, excluding your parent(s), 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 the student's name and Social Security Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Self</i>	<i>Central University</i>	<i>Yes</i>

C. Dependent Student's Income Information to Be Verified

1. TAX RETURN FILERS—

Important Note: If the student filed, or will file, an amended 2023 IRS tax return, the student must contact the financial aid administrator before completing this section.

☐ Check here if you filed amended tax return in 2023

Instructions: Complete this section if 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 FAFSA on the Web. If the student has not already used the tool, go to [FAFSA.gov](https://fafsa.gov), log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2023 IRS income tax information into the student's FAFSA. 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:

- ☐ The student has used the IRS Data Retrieval Tool in FAFSA on the Web 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. *The student's school will use the IRS information that was transferred in the verification process.*
- ☐ The student has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2023 IRS income information into the student's FAFSA once the student has filed a 2023 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval Tool. The student's school cannot complete the verification process until the IRS information has been transferred into the FAFSA.*
- ☐ The student is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit to the school a **2023 IRS tax return transcript—or a copy 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 the 2023 IRS tax return was filed).*
- ☐ Check here if the student's IRS tax return transcript or copies of tax return is attached to this worksheet.
- ☐ Check here if the student's IRS tax return transcript or tax return will be submitted to the student's school later. *Verification cannot be completed until the IRS tax return transcript or tax return has been submitted to the student's school.*

2. TAX RETURN NONFILERS—Complete this section if you, the student will not file and are not required to file a 2023 income tax return with the IRS

Check the box that applies:

- ☐ The student was not employed and had no income earned from work in 2023.
- ☐ The student 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 and submit copies of all 2023 W-2 forms issued to you by the employer(s).

Student's Name: _____ ID: _____

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

D. Parent's Income Information to be verified—Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

1. **TAX RETURN FILERS**—**Important Note:** If the student's parent(s), filed or will file, an amended 2023 IRS tax return the student's financial aid administrator must be contacted before completing this section.

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Check here if your parents filed an amended tax return in 2023

Instructions: Complete this section if the student's parent(s) 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 FAFSA on the Web. If the student's parent(s) has not already used the tool, the parent and the student should go to [FAFSA.gov](https://fafsa.gov), log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2023 IRS income tax information into the student's FAFSA.*

Check the box that applies:

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The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2023 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information transferred into the student's FAFSA to complete the verification process.*

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The student's parent has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2023 IRS income information into the student's FAFSA once the parent's IRS tax return has been filed. *See instructions above for information on how to use the IRS Data Retrieval Tool. The student's financial aid administrator cannot complete verification until the parent has transferred IRS information into the student's FAFSA.*

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The parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the student's school a copy of the parent's **2023 IRS tax return transcript—or a copy of the 2023 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 you order the "IRS tax return transcript" and not the "IRS tax account transcript." The parent will need his or her Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2023 IRS tax return was filed).*

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Check here if an IRS tax return transcript(s) is attached to this worksheet.

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Check here if IRS tax return transcript(s) will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.

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

Student's Name: _____ ID: _____

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 parent's (s) was/were not employed and had no income earned from work in 2023. Parent's (s) is/are required to submit a **'Verification of Non-filing' letter**.
- ☐ The student's parent (s) was/were employed in 2023 and has/have 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 each parent, and must submit copies of all 2023 W-2 forms issued to each parent by employers.

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

E. 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.)

F. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.
The student and one parent must sign and date.

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

Parent's Signature

Date

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