Shepherd University 2026-2027 Verification: V5 Aggregate

Your 2026 – 2027 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. To verify you have provided correct information, we will compare your FAFSA with the information on this institutional verification document and any other required documents. If there are differences, your FAFSA information may need to be corrected and/or we may ask for additional information. If you have questions, contact the Office of Financial Aid as soon as possible so your financial aid will not be delayed. **Your financial aid cannot be packaged until verification is complete.**

_____

Student's Last Name | Student's First Name | Student's M.I.

_____ _____ _____

Student's Shepherd ID Number | Student's Phone Number | Student's Date of Birth

Step 1: Household Size

Select your financial aid student classification (independent/dependent) based upon what was required on the FAFSA.

☐ **DEPENDENT**

If you **were** required to include parent information on the FAFSA, you must include:

- Yourself (student)
- Your parent(s), including stepparent
- Your parents' other children, even if they don't live with your parent(s), if (a) your parents will provide *more than half of their support* from July 1, 2026 through June 30, 2027, or (b) the children would be required to provide parental information when applying for Federal Student Aid
- Other people if they now live with your parents, and your parents 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

☐ **INDEPENDENT**

If you **were not** required to include parent information on the FAFSA, you must include:

- Yourself (student)
- Your spouse, if you are married
- Your or your spouse's children if you or your spouse will provide *more than half of their support* from July 1, 2026 through June 30, 2027, even if the children do not live with you
- Other people if they now live with you, and you or your spouse 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

List everyone in your household using the table below:

Full Name	Age	Relationship to Student	College Attending during 2026-2027	Will be Enrolled at Least Half Time
Sally Smith (example)	***18***	***Sister***	***Shepherd University***	***Yes***
		Self	**Shepherd University**	

Step 2: Student (and Spouse) Tax and Income Information

Check only one of the boxes below then submit the corresponding documents requested.	Must submit the following documents
☐ I have or will file a 2024 Federal Income Tax Return and will submit the information by using the: ☐ FAFSA IRS Direct Data Exchange ☐ 2024 Tax Return Transcript ☐ 2024 Signed 1040 Tax Return	Once tax returns are filed, update your FAFSA by using the ***IRS Direct Data Exchange*** if eligible, **OR** send us your **2024 Tax Return Transcript**. You may order an IRS Tax Return Transcript at www.irs.gov/Individuals/Get-Transcript or by calling 1-800-829-1040. *A **HAND-SIGNED** copy of your tax return or 1040 is acceptable.*
☐ I worked in 2024 but am not required to file a 2024 Federal Income Tax Return.	**-2024 W-2 Form(s)** or other earnings statements from your employer(s). This includes any W-2s received from Work Study. **-Letter of Non-filing Status from IRS for Independent Students.** Can be obtained from the IRS using Form 4506-T and checking Box 7.
☐ I did not work in 2024 and am not required to file a 2024 Federal Income Tax Return.	**-Letter of Non-filing Status from IRS for Independent Students.** Can be obtained from the IRS using Form 4506-T and checking Box 7.

Step 3: Parent(s) Tax and Income Information - Complete if parent information was required on FAFSA

Check only one of the boxes below then submit the corresponding documents requested.	Must submit the following documents
☐ I have or will file a 2024 Federal Income Tax Return and will submit the information by using the: ☐ FAFSA IRS Direct Data Exchange ☐ 2024 Tax Return Transcript ☐ 2024 Signed 1040 Tax Return	Once tax returns are filed, update your FAFSA by using the ***IRS Direct Data Exchange*** if eligible, **OR** send us your **2024 Tax Return Transcript**. You may order an IRS Tax Return Transcript at www.irs.gov/Individuals/Get-Transcript or by calling 1-800-829-1040. *A **HAND-SIGNED** copy of your tax return or 1040 is acceptable.*
☐ I worked in 2024 but am not required to file a 2024 Federal Income Tax Return.	**-2024 W-2 Form(s)** or other earnings statements from your employer(s). This includes any W-2s received from Work Study. **-Letter of Non-filing Status from IRS.** Can be obtained from the IRS using Form 4506-T and checking Box 7.
☐ I did not work in 2024 and am not required to file a 2024 Federal Income Tax Return.	**-Letter of Non-filing Status from IRS.** Can be obtained from the IRS using Form 4506-T and checking Box 7.

Step 4: Certification and Required Signatures

Each person signing below certifies that all of the information reported is complete and correct. **(Must be physically signed with a pen. Electronic signatures are NOT acceptable.)**

_____

Student Signature | Printed Student Name | Date

_____

Parent Signature (if dependent) | Printed Parent Name | Date

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

Step 5: Identity

This form must be completed IN-PERSON either in the Office of Financial Aid, or in the presence of a notary and physically returned to the Office of Financial Aid. Electronic copies/signatures are not acceptable. Please present a valid government-issued photo ID for the process. Your financial aid cannot be packaged until verification is complete. **We are required to notify the Department of Education of these results within 60 days of sending you this form. Please attempt to complete and return it within 50 days.**

_____
Student's Shepherd ID Number

OPTION #1: To be completed in the presence of the Office of Financial Aid

On_____, before me, _____, personally appeared,
(Date) (Financial Aid Advisor's name)

_____, and proved to me on basis of satisfactory evidence of identification
(Printed name of signer)

_____ to be the above-named person who signed the foregoing instrument.
(Type of unexpired government-issued photo ID provided)

_____
(Financial Aid Advisor's signature)

OPTION #2: To be completed in the presence of a notary

If you are unable to appear in person at Shepherd University to verify your identity, you must provide:

- ◯ A copy of the valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as but not limited to a driver's license, other state-issued ID, or passport; and
- ◯ The ***original notarized*** statement below.

Notary's Certificate of Acknowledgement

On_____, before me, _____, personally appeared,
(Date) (Financial Aid Advisor's name)

_____, and proved to me on basis of satisfactory evidence of identification
(Printed name of signer)

_____ to be the above-named person who signed the foregoing instrument.
(Type of unexpired government-issued photo ID provided)

WITNESS my hand and official seal

_____
(Notary's signature)

My commission expires on _____
(Date)

(seal)

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

Return to:
Shepherd University - Office of Financial Aid
P.O. Box 5000, Shepherdstown, WV 25443-5000