2026-2027 Verification Worksheet

NELSON UNIVERSITY
Financial Aid Office
1200 Sycamore St, Waxahachie, TX 75165
Phone: (972)825-4730 Fax: (682)224-8644 Email: financialaid@nelson.edu

Revised: 2/12/26
V1 & V5

What is a Verification Worksheet?

Your application was selected for review in a process called Verification. We are required by federal law to compare the information from your FAFSA with the information provided on this form and other documentation. If there are differences between your FAFSA and the documents you've submitted, corrections may need to be made. **We cannot process your financial aid until verification has been completed, so please provide the required documents as soon as possible.**

Please email any questions to financialaid@nelson.edu!

INSTRUCTIONS—What You Should Do:

1. Complete this entire two-page worksheet and sign on the bottom of page 2.
2. Use the Direct Data Exchange (DDX) to import your/your spouse's or parents' Federal Tax Information (FTI) directly into your FAFSA. If the DDX FTI system is not available for your FAFSA, then you must download a copy of your 2024 Tax Return Transcript from www.irs.gov or provide a hand signed copy of a 2024 IRS 1040 tax return.
3. The Financial Aid Office may require you to submit other documentation.
4. Your verification cannot be processed with an incomplete form, missing documents, or missing signatures.
5. Submit this completed worksheet, tax transcripts, and any other documents.

Mail: Nelson University, Attn: Financial Aid, 1200 Sycamore St, Waxahachie, TX 75165, **Fax:** (682)224-8644, **Email:** financialaid@nelson.edu

Part A: Student Information

Last Name | First Name | M.I. | Social Security Number

Address (Include Apt #) | City | State | Zip

Date of Birth | Email Address | Phone Number

Part B: Family Information: Check Only One of the Following Boxes!

❑ **Dependent Students:** In the table below, list the people in your parents' household to include: **(a)** yourself; **(b)** your parents (including step-parent) **even if you do not live with your parents**, do not include a parent who has died or is not living in the household because of separation or divorce; **(c)** your parents' other children if the following are true: **(1)** they live with your parents (or live apart because of college), and **(2)** your parents provide more than half of their support and will continue to do so from July 1, 2026 through June 30, 2027; **(d)** finally, include any other people if they now live with your parents and your parents provide more than half of their support and will continue to do so from July 1, 2026 through June 30, 2027.

❑ **Independent Students:** In the table below, list the people in your household, including: **(a)** yourself; **(b)** your spouse, if married; **(c)** your children, if you will provide more than half of their support and will continue to do so from July 1, 2026 through June 30, 2027; and **(d)** any other people that now live with you if you currently provide more than half of their support and will continue to do so from July 1, 2026 through June 30, 2027.

Write the names of all household members per the instructions above. Make sure to include yourself!

Full Name of EVERY Household Member For example: student, parents, siblings, etc.	**Age**	**Relationship**
Student's Name:		*Self*

Part C: Non-Tax Filer Information—Only complete this section if you or someone from your family **did not and is not required** to file a **2024** Federal Tax Return.

If you or someone from your family did not and is not required to file a 2024 Federal Tax Return, then please check their name below. Please check all that apply. By signing in Part E and submitting this Worksheet, I attest that I have not filed and am not required to file a 2024 Federal Tax Return.

❑ Student ❑ Student's Spouse ❑ Father/Step-Father ❑ Mother/Step-Mother

If you did not file taxes but earned income in 2024, please complete this section! Include all income earned.			
Person Who Worked	**Employer's Name**	**Amount Earned in 2024**	**Did You Receive a W-2?** You must submit a copy of any W-2 received.
			❑ Yes ❑ No
			❑ Yes ❑ No
			❑ Yes ❑ No

Even though you did not file a **2024** Federal Tax Return, you are still REQUIRED to submit a copy of any W-2's that you received. If you earned income but did not receive a W-2, you are required to complete a No W-2 form. Contact financialaid@nelson.edu for help.

Part D: Additional Financial Information: Enter all zeroes ($0) if the answer is zero or is not applicable. Do NOT leave any fields blank!

Student/Spouse	**Calendar Year 2024: January 1 – December 31, 2024**	**Parent/Step-Parent**
$	Amount of Rollover in an Untaxed IRA Distribution. **If you had a rollover amount, you must provide a hand signed copy of your 2024 IRS 1040 tax return to the Financial Aid Office.**	$
$	Amount of Rollover in an Untaxed Pension. **If you had a rollover amount, you must provide a hand signed copy of your 2024 IRS 1040 tax return to the Financial Aid Office.**	$
$	Foreign Earned Income Exclusion (You can find this on IRS Form 1040 – Schedule 1, line 8d.)	$
↑	DO NOT LEAVE ANY FIELDS BLANK! PUT $0 IF NOT APPLICABLE!	↑

Part E: Sign This Worksheet!

By signing this worksheet, I (we) certify that all the information reported on this worksheet is complete and correct. If dependent, at least one parent must sign. **All signatures must be actual handwritten signatures. We cannot accept a signature that isn't hand signed.**

Student's Signature Date

Parent's Signature (Dependent Student's Only) Date

This **completed & signed** worksheet can be submitted via:

Mail: Nelson University, Attn: Financial Aid, 1200 Sycamore St, Waxahachie, TX 75165, **Fax:** (682)224-8644, **Email:** financialaid@nelson.edu