


CIA Cleveland Institute of Art
2025-2026 Verification Worksheet
Dependent Student- Tracking Group V1

Your 2025-2026 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal regulations require financial aid offices to confirm the information you and your parents reported on your FAFSA prior to finalizing your eligibility for financial aid. To confirm that you provided correct information on your 2025-2026 FAFSA, CIA staff will compare your FAFSA with the information on this worksheet and with any other required documents necessary to complete the verification process. If there are differences, your FAFSA information will be updated with the correct information. You and at least one parent must complete and sign this worksheet, and submit any required documents to the CIA Office of Financial Aid. If you have questions about verification, contact the CIA Financial Aid Office as soon as possible so that your financial aid can be finalized and able to be disbursed to your account.

A. DEPENDENT STUDENT'S INFORMATION

Student's Last Name	Student's First Name	MI	Student's ID Number
Student's Street Address (include apt. no.)		Student's Date of Birth	
City	State	Zip	Student's Email Address
Student's Phone Number		Student's Alternate or Cell Phone Number	

B. DEPENDENT STUDENT'S FAMILY INFORMATION

Family Size- Includes the following:

- **The student.**
- **The student's parents, even if the student is not living with them. Exclude a parent who has died or is not living in the household because of separation or divorce. Include a parent who is on active duty in the U.S. Armed Forces apart from the family.**
- **The student's siblings if the following are true:**
 - They live with the student's parents (or live apart because of college enrollment),
 - They receive more than half of their support from the student's parents, and
 - They will continue to receive more than half their support from the student's parents during the award year.
- **Other persons if the following are true:**
 - They live with the student's parents,
 - They receive more than half of their support from the student's parents, and
 - They will continue to receive more than half their support from the student's parents during the award year.

The provided criteria for "dependent children" or "other persons" align with the requirement that family size align with whom the parent could claim as a dependent of a U.S. tax return if the parent were to fil a U.S. Tax return at the time of completing the 2025-26 FAFSA. As a result, the parent should not include any unborn children in the family size.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Full Name	Age	Relationship
		self

Student Name: _____

Student ID Number: _____

C. DEPENDENT STUDENT'S INCOME INFORMATION

1. TAX RETURN FILERS (IF THE STUDENT FILED TAXES FOR THE YEAR IN QUESTION, COMPLETE THIS SECTION)

Instructions: Complete this section if the student filed or will file a 2023 IRS income tax return(s). As part of federal student aid eligibility, students will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. **In most cases, no further documentation is needed to verify 2023 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.**

If 2023 income tax return information for the student was not available or could not be used, the student should provide the institution with a **2023 IRS Tax Return Transcript(s)** or a **signed copy of the 2023 income tax return and applicable schedules**. **Submit this tax documentation to the CIA Financial Aid office if the IRS direct data exchange could not be used.**

Refer to the last page of this verification worksheet on how to obtain a 2023 Tax Transcript.

2. NON-TAX FILER (IF THE STUDENT DID NOT FILE TAXES FOR THE YEAR IN QUESTION, COMPLETE THIS SECTION)

The instructions and certifications below apply to the student. Complete this section if the student will not file and is 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 below the names of all employers, the amount earned from each employer in 2023, and whether an IRS W-2 form is provided. [Provide copies of all 2023 IRS W-2 forms issued to the student by his/her employers]. List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	2023 Amount Earned	IRS W-2 Provided?
ABC Shipping (example)	\$1,280	Yes

Provide a signed and dated statement certifying that the individual has not filed and is not required to file a 2023 income tax return.

Statement: _____

Signature: _____ Date: _____

D. PARENT'S INCOME INFORMATION

1. TAX RETURN FILERS (IF YOUR PARENT/S FILED TAXES FOR THE YEAR IN QUESTION, COMPLETE THIS SECTION)

Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2023 or had a change in marital status after December 31, 2023.

Instructions: Complete this section if the parents filed or will file a 2023 IRS income tax return(s). As part of federal student aid eligibility, parents will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the parents filed separate 2023 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. **In most cases, no further documentation is needed to verify 2023 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.**

If 2023 income tax return information for the parents was not available or could not be used, the parents should provide the institution with a 2023 IRS Tax Return Transcript(s) or a signed copy of the 2023 income tax return and applicable schedules.

Refer to the last page of this verification worksheet for instructions on obtaining a 2023 IRS Tax Return Transcript.

2. NON-TAX FILER (IF THE PARENT/S DID NOT FILE TAXES FOR THE YEAR IN QUESTIONS, COMPLETE THIS SECTION)

The Instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2023 income tax return with the IRS.

Check the box that applies:

Neither parent was employed, nor had income earned from work in 2023.

One or both parents were employed in 2023 and have listed below the names of all employers, the amount earned from each employer in 2023, and whether an IRS W-2 form is provided. [Provide copies of all 2023 IRS W-2 forms issued to the parents by their employers]. List every employer even if they did not issue an IRS W-2 form.

Student Name: _____ Student ID Number: _____

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	2023 Amount Earned	For Whom?	IRS W-2 Attached?
<i>Pro Auto</i>	<i>\$980</i>	<i>Father</i>	<i>Yes</i>

Provide a signed and dated statement certifying that the individual has not filed and is not required to file a 2023 income tax return.

Statement: _____

Signature: _____ Date: _____

E. CERTIFICATION AND SIGNATURES

Each person signing below certifies that all of the information reports is complete and correct. The student and on parent whose information was reported on the FAFSA must sign and date. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sent to prison or both.**

Student's Signature

Date

Parent's Signature

Date

DO NOT mail this worksheet to the U.S. Department of Education.

SUBMIT THIS WORKSHEET TO:
Cleveland Institute of Art
Office of Financial Aid
11610 Euclid Avenue,
Cleveland, Ohio 44106
financialaid@cia.edu

How to Obtain a Tax Transcript:

- Get Transcript by Mail - Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The Transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Get Transcript ONLINE - Go to www.irs.gov, , click "Get Your Tax Record." Click "Get Transcript ONLINE." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form – Use the links to download IRS Form [4506T-EZ](#) or IRS Form [4506-T](#). The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

Information About Special Tax Situations

Individuals Granted a Filing Extension by the IRS

An individual who is required to file a 2023 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2023, must provide:

- A signed statement listing the sources of any 2023 income and the amount of income from each source;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2023;
- A copy of IRS Form W-2 for each source of employment income received or an equivalent document for tax year 2023; and
- If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2023.

Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for tax year 2023 must provide a signed copy of the 2023 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS or documentation from the IRS that include the change(s) made by the IRS, in addition to one of the following:

- Updated income and tax information from the IRS on an FAFSA record with all tax information from the original tax return;
- A 2023 IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; or
- A signed copy of the 2023 IRS Form 1040 and the applicable schedules that were filed with the IRS

Individuals Who Were Victims of IRS Tax-Related Identity Theft

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return Database View (TRDBV) transcript obtained from the IRS or, if unable to obtain a TRDBV, an equivalent document provided by the IRS or a copy of the signed 2023 income tax return and applicable schedules the individual filed with the IRS; **and**
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

Individuals Who Filed Non-IRS Income Tax Returns

- A tax filer who filed an income tax return with a tax authority other than the IRS may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.