



Office of Financial Aid
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Ashland, VA 23005
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804.752.7259

Student Name: _____
Last First ID#

2025-2026 RMC STANDARD VERIFICATION WORKSHEET – V1

Your 2025-2026 FAFSA was selected for review in a process called “verification”. The Financial Aid office at Randolph Macon College must compare information from your FAFSA with the information provided on this worksheet and with any other required documents. If there are differences, you may be required to submit additional documentation and your FAFSA may need to be corrected. Please complete and return this form with all supporting items no later than May 1, 2026, if enrolled for the full academic year or December 1, 2025, if enrolled for the fall only. Your financial aid offer is not final until all verification requirements have been satisfied and any necessary corrections have been made.

STEP 1 – FAMILY SIZE

If you are a **DEPENDENT STUDENT**, include:

- 1) Yourself
- 2) Your parent (and spouse or partner) who are contributors on the FAFSA even if you do not live with your parent
- 3) Your siblings or other people if the following are all true:
 - They live with your parent(s) (or live apart due to a temporary absence such as college enrollment)
 - They receive more than half of their support from your parent(s)
 - They will continue to receive more than half their support from your parent(s) during the academic year (July 1, 2025-June 30, 2026)

If you are an **INDEPENDENT STUDENT**, include:

- 1) Yourself
- 2) Your spouse (if you are married)
- 3) Your dependent children or other people if the following are all true:
 - They live with you or live apart due to a temporary absence (such as college enrollment)
 - They receive more than half of their support from you
 - They will continue to receive more than half their support from you during the academic year (July 1, 2025-June 30, 2026)

Full Name	Age	Relationship to Applicant
		SELF

Full Name	Age	Relationship to Applicant

STEP 2 – INCOME AND TAX INFORMATION

Student	Contributor Parent / Spouse	Federal Tax Information (FTI)
		Check one box below for each contributor based on your situation.
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	My 2023 federal tax information was used and successfully imported into FAFSA. In most cases, no additional information is needed.
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	I was not able to import my 2023 federal tax information. Attached is my <u>signed</u> 2023 federal tax return (with schedules 1,2,3) or a 2023 tax return transcript.
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	I did not or was not required to file a 2023 US Federal Tax Return. Complete the back (page 2) of this worksheet.

You may request a “Federal Tax Return Transcript” (NOT TAX ACCOUNT TRANSCRIPT), online at irs.gov/individuals/get-transcript or by phone at 1-800-908-9946.

STEP 3 – CERTIFICATION: By signing this worksheet, I (we) certify all the information reported is complete and correct, and I (we) understand that this worksheet is considered incomplete without the requested appropriate documentation.

Student Signature
(Handwritten signature only, electronic signature not acceptable)

_____ Date

Contributor(s) Signature (Spouse or Parent(s))
(Handwritten signature only, electronic signature not acceptable)

_____ Date

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

STEP 4 – NON-TAX FILER: COMPLETE THIS SECTION ONLY IF YOU DID NOT FILE A US TAX RETURN FOR 2023

Student	Contributor Parent / Spouse	Read each section and check the box for any question appropriate to your situation.
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<p>I was required to file a 2023 tax return with a tax authority other than the IRS. (ie. Foreign Income). Attached is an IRS Verification of Non-Tax Filing Letter.</p> <p><i>To request the IRS Verification of Non-Filing Letter use the paper version of the IRS Form 4506-T available at www.irs.gov/pub/irs-pdf/f4506t.pdf You will need to print, complete, sign and send the form by mail or fax to the IRS.</i></p>
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	I do not have a Social Security number (SSN), Individual Taxpayer Identification Number (TIN), or Employer Identification Number (EIN).
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	I was not required to file a US federal tax return for 2023. I have completed the list below with the source and amounts of my earnings, other income, and resources used for my support in 2023. Attached is a copy of the W-2 received from each employer in 2023.

Provide the name of all employers in 2023 and the amount earned, then attach a copy of all W-2's from all employers. If not employed and had no income from work in 2023, list zero or NA.

Income for: (name)	Source of 2023 Earnings, Other Income, or Resources: Employer Name (Do not leave blank)	Amount Earned In 2023

If you do not have a copy of your 2023 W-2, request a replacement W-2 from the employer who issued the original. A W-2 transcript from the IRS is also acceptable if it is available.

STEP 5 – NON-TAX FILER CERTIFICATION: I did not and was not required to file a 2023 US federal tax return.

Non-Tax Filer Signature
(Handwritten signature only, electronic signature not acceptable)

Date

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