



2025-2026 Verification Worksheet - V1

3028 Lindbergh Ave. Bellingham, WA 98225 • (360)752-8351 • fax (360)752-7151 • FinAid@btc.edu

Student Information

Last Name

First Name

ctcLink ID

Previous Last Name(s)

Email Required (Email is the default communication method)

Instructions: You are an **independent** student if one of the following, or more apply: you are 24 years old, married, an active military member, a veteran, have children or other dependents receiving more than half of their support from you, were in foster care or ward of the court since turning age 13, are emancipated, or you are an unaccompanied youth.

If none of the above apply to you, you are a **dependent** student and parent information is required. Note: students who live on their own and fully support themselves are still dependent if the above statuses do not apply.

Household Information (if necessary, attach separate, signed and dated page)

<input type="checkbox"/> Dependent Student	<input type="checkbox"/> Independent Student
<p>Please list the following people in the table below:</p> <ul style="list-style-type: none"><input type="checkbox"/> Yourself (student)<input type="checkbox"/> Your parent(s)<ul style="list-style-type: none">• List both legal parents (biological or adoptive) if they live together, regardless of marital status or gender.• If your legal parents (biological or adoptive) are divorced/separated, list the parent who provided you with more financial support in the last year.<input type="checkbox"/> Your parent(s) other children if the parent(s) provided more than half of their financial support from July 1, 2025-June 30, 2026.<input type="checkbox"/> Other people who live with the parent(s) listed below or if the parent(s) provide more than half of their financial support from July 1, 2025-June 30, 2026.	<p>Please list the following people in the table below:</p> <ul style="list-style-type: none"><input type="checkbox"/> Yourself (student)<input type="checkbox"/> Your spouse, if you are married<input type="checkbox"/> Your (and your spouse's) children, if you will provide more than half of their financial support from July 1, 2025-June 30, 2026.<input type="checkbox"/> Other people, who live with you and for whom you provide more than half of their financial support from July 1, 2025-June 30, 2026.

Full Name	Date of Birth	Relationship
Chris Park (example)	01/28/76	Spouse
		Self

EBH029

Office Use Only

Student Tax and Income Information (see instructions for providing tax information on the next page)1. **2023 Tax Return Filers** – did you, the student, file a 2023 federal tax return?

- ☐ Yes, I imported my 2023 tax information into the FAFSA using the IRS Direct Data Exchange (FA-DDX).
- ☐ Yes, but I did not transfer the tax data using the FA-DDX. A copy of my 2023 tax transcript is attached.
- ☐ No, I did not and will not file taxes (if selected, complete question 2).

2. **2023 Non-Tax Filers** – complete this section if you did not and were not required to file a 2023 federal tax return.

- ☐ No, I was not employed and had no income in 2023. A copy of my 2023 IRS Verification of Non-Filing Letter is attached.
- ☐ No, I had income but did not file a 2023 IRS Federal Tax Return and was not required to file. Complete the table below (include separate attached list if needed) and include the following:
- ☐ Copy of your 2023 IRS Verification of Non-Filing Letter
 - ☐ Copies of all W-2s for employers listed below

Employer Name/Company	W-2 Provided?	Income Earned 2023
		\$
		\$
		\$
		\$

Student Parent or Spouse Tax and Income Information (see instructions for providing tax information on the next page)

-- For **Dependent** students (see definition on page 1), **have parent(s) complete.**

-- For **Independent** students (see definition on page 1), **have spouse complete if married.**

1. **2023 Tax Return Filers** – did you, the student's parent or spouse, file a 2023 federal tax return?

- ☐ Yes, I imported my 2023 tax information into the FAFSA using the IRS Direct Data Exchange (FA-DDX).
- ☐ Yes, but I did not transfer the tax data using the FA-DDX. A copy of my 2023 tax transcript is attached.
- ☐ No, I did not and will not file taxes (if selected, complete question 2).

2. **2023 Non-Tax Filers** – complete this section if you did not and were not required to file a 2023 federal tax return.

- ☐ No, I was not employed and had no income in 2023. A copy of my 2023 IRS Verification of Non-Filing Letter is attached.
- ☐ No, I had income but did not file a 2023 IRS Federal Tax Return and was not required to file. Complete the table below (include separate attached list if needed) and include the following:
- ☐ Copy of your 2023 IRS Verification of Non-Filing Letter
 - ☐ Copies of all W-2s for employers listed below

Employer Name/Company	W-2 Provided?	Income Earned 2023
		\$
		\$
		\$
		\$

Signature Certification Required

By submitting this form, I agree that the information provided is complete and correct.

Student Name

Student Signature (Handwritten signature required)

Date

Parent Name (for dependent students)

Parent Signature (Handwritten signature required)

Date

Bellingham Technical College does not discriminate on the basis of race, ethnicity, creed, color, sex, gender identity or expression, citizenship or immigration status, national origin, age, religion, disability, veteran or military status, sexual orientation, genetic information, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, pregnancy, marital status, or any other characteristic protected by federal, state, or local law in its programs, activities, and services. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director for Human Resources, 3028 Lindbergh Avenue, Bellingham, WA 98225, 360.752.8354, or hr@btc.edu. For Title IX/Section 504 compliance, contact: Vice President of Student Services, 3028 Lindbergh Avenue, Bellingham, WA 98225, 360.752.8440, or title9@btc.edu. BTC publications are available in alternate formats upon request by contacting the Accessibility Resources office at 360.752.8576.

Instructions for Tax-Related Documents

How to import tax information into the FAFSA using the IRS Direct Data Exchange (FA-DDX) – Recommended for tax filers

1. Visit [FAFSA.gov](https://fafsa.gov) and log into the student's 2024-2025 FAFSA.
2. Select "Make FAFSA Corrections."
3. Navigate to the "Financial Information" section of the FAFSA. Follow the instructions to provide consent to import tax information into the FAFSA. Transfers of unaltered IRS data are acceptable for verification.

NOTE: Most tax filers are eligible to use the IRS Direct Data Exchange, but in some scenarios the FA-DDX will not be an option. If, for example, the student and spouse are married but filed separate tax returns, or marital status changed after the tax year in question ended, follow the step for requesting an IRS Tax Return Transcript.

How to request a copy of an IRS Tax Return Transcript

Note: The instructions below apply to each tax filer. If student and spouse or both parents filed separate tax returns, you will need to request an IRS Tax Return Transcript for each person.

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.

Automated 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 – 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.

How to request an IRS Verification of Non-Filing Letter for Non-Tax Filers

Go to irs.gov/individuals/get-transcript. Choose "Get Transcript Online" for instant delivery via PDF or choose "Get Transcript by Mail" for postal delivery within 5-10 days.