

<b>Student Name</b>		<b>Student ID</b>	
---------------------	--	-------------------	--

**FAMILY SIZE**

For questions regarding family size, use the following information to determine who is to be counted as a member of your family:

- 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:
  - oThey live with the student’s parents (or live apart because of college enrollment),
  - oThey receive more than half of their support from the student’s parents, and
  - oThey 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:
  - oThey live with the student’s parents,
  - oThey receive more than half of their support from the student’s parents, and
  - oThey 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 on a U.S. tax return if the parent were to file a U.S tax return at the time of completing the 2025-2026 FAFSA. As a result, the parent should not include any unborn children in the family size.

Complete the following chart by entering the name, age, and relationship to you of ALL the people in the household, as defined above.

	<b>FULL NAME</b> (COMPLETE FOR EVERY HOUSEHOLD MEMBER)	<b>AGE</b>	<b>RELATIONSHIP TO STUDENT</b>
1	<i>Enter Student Name Here</i>		<i>Self</i>
2			
3			
4			
5			
6			
7			
8			

CONTINUED ON NEXT PAGE

**Students - If you filed a 2023 Federal Tax Return** check the box that applies below:

- The student has used the FA-DDX when completing the FAFSA to transfer 2023 IRS income tax return information into the student's FAFSA.
- 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 or a signed copy of the 2023 income tax return and applicable schedules.**

A **2023 IRS Tax Return Transcript** may be obtained through:

- **Get Transcript by MAIL** – Go to [www.irs.gov](http://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](http://www.irs.gov), click "Get a tax transcript." 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.

**Students - If you did not file a 2023 Federal Tax Return**, check the box below that applies:

- Non-Tax Filer with Earnings in 2023. The student was 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 or an equivalent document is provided. **[Provide copies of all 2023 IRS W-2 forms issued to the student by his or her employers].** List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2023
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

- Non-Tax Filer with NO earnings in 2023. Check this box if the student was not employed and had no income earned from work in 2023. By checking this box you are certifying that you had no earnings in 2023, have not filed and are not required to file a 2023 income tax return.

**Please only select one box**

---

**Parents - If you filed a 2023 Federal Tax Return**, check the box that applies:

- The parent(s) have used the FA-DDX when completing the FAFSA to transfer 2023 IRS income tax return information into the student's FAFSA.
- 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.**

**Parents - If you did not file a 2023 Federal Tax Return**, check the box that applies:

- 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 or an equivalent document is provided. **[Provide copies of all 2023 IRS W-2 forms issued to the parents by their employers].** List every employer even if the employer did not issue an IRS W-2 form.

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

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2023
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

- Parent(s) had NO earnings in 2023. Check this box if the parent(s) were not employed, had no income earned from work in 2023 and were not required to file a 2023 income tax return.

**CERTIFICATION AND SIGNATURES : MUST INCLUDE STUDENT AND PARENT SIGNATURES**

By signing this worksheet, I certify that all the information reported on this worksheet is complete and correct.

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

Mail, fax, scan and email, or deliver the completed worksheet and any other requested documents to the financial aid office using the contact information listed below.

_____ Student's Signature	Required	_____ Date
_____ Parent's Signature	Required	_____ Date