



Your Free Application for Federal Student Aid (FAFSA) was selected by the U.S. Dept. of Education for a review process called “Verification”. In this process, the Student Financial Services Office will be reviewing information from your application and collecting additional documentation. If there are differences between your application information and your financial documents, FAFSA corrections may need to be made. **We cannot process financial aid until verification has been completed. Please provide the required documents as soon as possible.**

**PLEASE SEE ATTACHED INSTRUCTIONS FOR ADDITIONAL DETAILS.**

**Section A: Student Information -- (V1, V4, V5)**

Last Name	First Name	M.I.	Student ID Number
Address (include apt. no.)		Date of Birth	
City		State	(    )
Zip Code			Preferred Phone Number

**Section B: Family Information -- (V1, V4, V5)**

**Item 1: List the people in your household, from July 1, 2025 through June 30, 2026. Include:**

- Yourself;
- Your spouse if you are married;
- Your children or spouse’s dependent children if they live with you and receive more than half of their support and will continue to receive more than half of their support from you (and/or your spouse) during the 2025-2026 year;
- Other people if they live with you and receive more than half of their support and will continue to receive more than half of their support from you (and/or your spouse) during the 2025-2026 year.

Full Name	Age	Relationship
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>
		Self

To determine family size, the provided criteria for “dependent children” or “other persons” align whom the student could claim as a dependent on a U.S. tax return if the student were to file a U.S tax return at the time of completing the 2025-2026 FAFSA.



**What you should do:**

1. Log in to MaineStreet and view which Verification Group is noted on your To Do list.
2. On the top right corner of the worksheet indicate which Verification Group is noted on your To Do list and complete ONLY the sections of this worksheet required for the Verification Group.
3. Contact us if you have questions about completing this worksheet at (207) 780-5250.
4. Please mail the completed and signed worksheet to the Student Financial Services Office.

USM, Student Financial Services Office

37 College Ave.

Gorham, ME 04038

or through our secure dropbox at <https://usm.maine.edu/student-financial-services/university-of-southern-maine-financial-aid-secure-document-upload/>

**For students (and your spouse, if married) who filed a 2023 Federal Tax Return:**

**Federal Tax Information (FTI).** Check your MaineStreet “To Do” list for requested documentation. If tax documentation is requested, you can provide one of the following:

**A: Federal Tax Return.** Provide a **SIGNED** copy of the 2023 Federal Tax Return IRS Form 1040 (Pages 1 and 2) with Schedule 1 and/or Schedule 3 (if filed). Clearly print your name and student ID number at the top of the page before submitting the document to USM.

**B: IRS Tax Return Transcript.** Go to [www.irs.gov](http://www.irs.gov), select “Get Your Tax Record” link, or call 1-800-908-9946 to request a 2023 IRS Tax Return Transcript. Make sure to request the 2023 IRS Tax “Return” Transcript (NOT the IRS Tax “Account” Transcript). Clearly print your name and student ID number at the top of the page before submitting the document to USM.

**Important Notes:**

- If you or your spouse filed, or will file, an amended 2023 federal tax return, have been the victim of IRS identity theft in 2023, filed a foreign tax return, or have been granted an extension beyond the automatic six-month extension for tax year 2023, you must contact the Student Financial Services Office for specific instructions.
- If you had a change in marital status after December 31, 2023, please contact the Student Financial Services Office.

**For Independent Students who did not file a 2023 federal tax return:**

- If you (and your spouse if married) earned income in 2023, in section C list every employer and the amounts earned in 2023, even if the employer did not issue you a 2023 W-2. You must attach a copy of the W-2 for each employer that was required to provide a W-2. If you no longer have the W-2, request a copy from the employer. If more space is needed, attach a separate page with the student’s name and ID number at the top.