



2026/2027 Dependent Verification Worksheet

Read each section carefully before you begin and complete this form in its entirety to avoid delays in your financial aid.

Important:

- The **student must complete all sections** (parent signs at the end)
- Do not leave any blanks
- Print clearly in ink
- **Typed/electronic signatures are NOT accepted**
- Documents must be submitted to the [Chesapeake College Financial Aid Office secure upload link](#). Do NOT mail or email documents to our office.

You will also need to submit:

- 2024 Federal Tax Return (with all schedules), and/or
- 2024 IRS Tax Transcript, and/or
- 2024 W-2 forms (for both filers and non-tax filers)

Tax returns must have a handwritten signature on page 2 in the “Sign Here” section of the 1040 Tax Return. Unsigned or electronic signatures will NOT be accepted.

STEP 1: Student Information

Complete all fields exactly as shown on official college records.

Last Name: _____ First Name: _____ M.I.: _____

Student ID Number: _____ Date of Birth: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Student Email Address: _____



STEP 2: Household Information

List ALL household members:

- Yourself (in the “self” line)
- Parent(s) listed on FAFSA (even if you do not live with your parents)
- Siblings supported by parent(s)
- Others supported by parent(s)
- Do NOT include unborn children

| Full Name | Age | Date of Birth | Relationship to Student | Name of College <small>(IF person is enrolled for Fall 2026 and/or Spring 2027)</small> | Enrolled at Least Half Time? (6+ Credits) Circle One |
|-----------|-----|---------------|-------------------------|--|--|
| | | | Self | Chesapeake College | Yes or No |
| | | | | | Yes or No |
| | | | | | Yes or No |
| | | | | | Yes or No |
| | | | | | Yes or No |
| | | | | | Yes or No |

(Attach additional pages if needed)

STEP 3: Student Income (2024)

Check ONE box:

- Submitting signed 2024 Federal Tax Return, tax schedules and W2’s
- Not employed in 2024
- Worked but did not file a tax return → **List all employers and submit W-2s**

| Employer Name | Amount Earned (2024) | W-2 Attached? <small>(Required to submit)</small> |
|---------------|----------------------|--|
| | | |
| | | |
| | | |
| | | |



STEP 4: Parent Income (2024)

Check ONE box:

- Submitting signed 2024 Federal Tax Return, tax schedules and W2's
- Not employed in 2024
- Worked but did not file a tax return → **List all employers and attach W-2s**

| Employer Name | Amount Earned (2024) | W-2 Attached? (Required to submit) |
|---------------|----------------------|---------------------------------------|
| | | |
| | | |
| | | |
| | | |

Note: Parent non-filers must request a Verification of Non-Filing Letter from the IRS and submit it to our office.

STEP 5: Signatures (REQUIRED)

Each person signing certifies that all information is complete and correct.

Handwritten signatures only (no electronic or typed signatures)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Students Final Checklist - Before submitting, make sure:

- ✓ All sections are complete
- ✓ Required documents are attached
- ✓ Student and parent signed and dated

Incomplete forms will not be reviewed. Submit this form and all required documents to the [Chesapeake College Financial Aid Office secure upload link](#). Do not mail or email documents to our office.