

Office of Financial Aid at Rider University  
 2083 Lawrenceville Road, Lawrenceville, NJ 08648

**2025-2026 Verification Worksheet**  
**INDEPENDENT STUDENT**

Your 2025-2026 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states that before awarding any Federal Student Aid, we must ask you to confirm the information you and your spouse, if married, reported on your FAFSA. To verify that you provided correct information, the financial aid office will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information will be corrected. You and your spouse, if married, must complete and sign this worksheet, attach any required documents, and submit the form and the other required documents to the financial aid office via the One Stop Document uploading system on the student's myRider portal. If you have any questions concerning this process, please contact the Verification Department in the Office of Financial Aid at verification@rider.edu. You must complete each part in its entirety and print clearly with the student's Bronc ID on each page. The verification process will not be completed if this form is incomplete and/or if documents are missing.

**A. STUDENT INFORMATION**

 \_\_\_\_\_  
 Name (last name, first name, middle initial)

 \_\_\_\_\_  
 Student Bronc ID #

 \_\_\_\_\_  
 Address

 \_\_\_\_\_  
 Home Phone (123) 456-7890

 \_\_\_\_\_  
 City State Zip Code

 \_\_\_\_\_  
 Date of Birth

**B. INFORMATION ABOUT FAMILY MEMBERS**

 Number of Household Members: List below the people in the student's household. Include:

- You and your spouse, if married.
- The student or spouse's dependent children if the following are true: (1) they live with the student or live apart because of college enrollment, (2) they receive more than half of their support from the student; and (3) they will continue to receive more than half their support from the student during the award year
- Other people if they now live with the student and the student or spouse provides more than half of the other person's support and will continue to provide more than half of that person's support through June 30, 2025.

Name of Family Member	Relationship To Student	Date of Birth
<i>Jane Doe</i> <i>(Example)</i>	<i>Spouse</i>	<i>2/11/03</i>
	Self	

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

**C. STUDENT INCOME INFORMATION**

NOTE: The section below applies to both the student and spouse, if married, and whether filed jointly or separately.

Did you and/or your spouse file a federal income tax return for 2023?  YES  NO  
 (IRS form 1040, Schedules 1, 2 or 3 or appropriate form from country of residence)

If **YES**, in most cases, no further documentation is needed to verify 2023 income information that was transferred into the student’s FAFSA using the IRS FTI tool if that information was not changed. You will still need to provide all you and your spouse’s 2023 W2’s regardless of if you used the FTI tool.

If **NO**, check the box that applies:

- The student and/or spouse was not employed and had no income earned from work in 2023.
- The student and/or spouse 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 and spouse by their employer. 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>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

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

I certify that I DID NOT, I WILL NOT, and I AM NOT REQUIRED TO file a federal tax return for 2023.

\_\_\_\_\_  
 Student’s signature Date

**D. CERTIFICATION AND SIGNATURES**

**WARNING: IF YOU PURPOSELY GIVE FALSE OR MISLEADING INFORMATION ON THIS FORM, YOU MAY BE FINED, SENTENCED TO JAIL, OR BOTH.**

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

\_\_\_\_\_  
 Student’s signature *(Required)* Date

\_\_\_\_\_  
 Spouse’s signature, if married *(Required)* Date



Please submit all required documents to our office as soon as possible.

### **ONESTOP DOCUMENTS UPLOAD**

1. Access the uploading system by logging into your myRider portal and locating the “Student Finance” title
2. In “Student Finance”, locate and select the “One Stop Documents Upload”
3. Click “Choose File” to choose the file you wish to upload. For each additional file you want to upload, select “Add another File” and click “Choose File”
4. When you are finished selecting the files, click “Upload all the files”
5. You will get the following message once the files have been transmitted “The tile has been uploaded successfully, please allow 7-10 business days for processing”

If you have any questions regarding uploading your documents or general Verification Questions, please email us at [verification@rider.edu](mailto:verification@rider.edu).

To ensure compliance, we will not disburse any funds until the verification process has been completed. Failure to submit all the requested information will result in cancellation of your financial aid. If you have any questions about this process, please contact our office.

(additional information on reverse side)

## Tax Return Transcript AND Verification of Non-filing from the IRS

**Important Note:** The instructions below apply to the student and spouse (if the student is married). Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2023 or had a change in marital status after December 31, 2024.

**Instructions:** Complete this section if the student and spouse filed or will file a 2023 IRS income tax return(s). As part of federal student aid eligibility, students, and spouses (as appropriate), will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the student and spouse filed separate 2023 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. In most cases, no further documentation is needed to verify 2023 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.

If 2023 income tax return information for the student (or spouse, if applicable) was not available or could not be used, the student 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.**

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 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.