Financial Aid

2025-26 Standard Verification Worksheet

Your 2025-2026 FAFSA was selected for review in a process called verification by the U.S. Department of Education. Pittsburgh Institute of Aeronautics is required by federal law to compare your FAFSA with the information on this worksheet and with your 2023 federal tax documents. This includes spouse's information if married and parents' information if you are considered a dependent student for federal aid purposes. Complete and sign this worksheet, attach any required documents, and submit them to the Financial Aid Office.

Your financial aid offer is not finalized until verification is complete.

I/we understand that changes in my FAFSA information based on the documentation provided may result in a change in financial aid eligibility.

Student Information

Last Name _____ First Name _____ MI _____

Birthdate _____ Student ID # _____

Address (include apartment number, if applicable) _____

Email Address _____

City _____ State _____ Zip _____

Phone Number (include area code) _____

Family Information

Dependent Student:

- Yourself and your parents (step parent if applicable), even if you do not live with them. Exclude a parent who has died or is not living in the household due to separation or divorce. Include a parent on active duty in the U. S. Armed Forces and away from the house.
- Your siblings IF they live with your parents (or live apart due to college enrollment) and they receive more than half of their support from your parents, and will continue to receive more than half of their support from your parents during the award year.
- Other people if they live with your parents and they receive more than half of their support from your parents, and will continue to receive more than half of their support from your parent(s) during the award year.
- Unborn children should not be included in the household

Independent Student:

- Yourself and your spouse (if applicable)
- Your dependent children IF they live with you (or live apart due to college enrollment) and they receive more than half of their support from you, and will continue to receive more than half of their support from you during the award year.
- Other people IF they live with you and they receive more than half of their support from you, and will continue to receive more than half of their support from you during the award year.
- Unborn children should not be included in the household.

Name (First and Last)	Age	Relationship to Student
		Self

Tax Status and Requirements: Student/Spouse *Check all applicable boxes.*

(1) ☐ The student and/or spouse filed a 2023 federal income tax return and provided consent on the FAFSA to transfer 2023 Federal Tax Information (FTI) through Direct Data Exchange (DDX).

(2) ☐ The student and/or spouse filed a 2023 federal income tax return but did not, or could not, use the Direct Data Exchange to transfer 2023 income information on the FAFSA. **You must attach a signed copy of the 2023 federal tax return or the IRS Tax Return Transcript.**

(3) ☐ The student and/or spouse worked in 2023 but did not file and were not required to file a 2023 federal tax return. **Attach copies of W-2 forms and complete the following box. Continue to complete (5).**

Employee Name	Employer	Amount Earned in 2023
		$
		$
		$

(4) ☐ The student and/or spouse had no taxable income from work and did not file and were not required to file a 2023 federal tax return. **Continue to complete (5).**

(5) ☐ I certify that I/we did not file and were not required to file a 2023 federal income tax return and that attempts to obtain a Verification of Non-Filer Form from the IRS were unsuccessful. The non-filer is: ____ student ____ spouse ____ both.

Tax Status and Requirements: Parent (if dependent) *Check all applicable boxes.*

(1) ☐ Parent(s) filed a 2023 federal income tax return and provided consent on the FAFSA to transfer 2023 Federal Tax Information (FTI) through Direct Data Exchange (DDX).

(2) ☐ Parent(s) filed a 2023 federal income tax return but did not, or could not, use the Direct Data Exchange to transfer 2023 income information on the FAFSA. **You must attach a signed copy of parents' 2023 federal tax return or the IRS Tax Return Transcript.**

(3) ☐ Parent(s) worked in 2023 but did not file and were not required to file a 2023 federal tax return. **Attach copies of W-2 forms and complete the following box. Continue to complete (5).**

Parent Employee Name	Parent Employer	Parent Amount Earned in 2023
		$
		$
		$

(4) ☐ Parent(s) had no taxable income from work and did not file and were not required to file a 2023 federal tax return. **Continue to complete (5).**

(5) ☐ I certify that I/we did not file and were not required to file a 2023 federal income tax return and that attempts to obtain a Verification of Non-Filer Form from the IRS were unsuccessful. The non-filer is: ____ parent 1 ____ parent 2 ____ both parents.

Signature

Each p**erson signing below certifies that all of the verification documents submitted with this certification are complete and correct. WARNING: If you purposefully give false or misleading information, you may be fined, sent to prison, or both.**

Student Signature (Required) Date

Parent Signature (Required) Date

Spouse Signature (Optional) Date

Scan and email this form and all required documents to financialaid@pia.edu, upload to your Self-Service Portal, or mail to Pittsburgh Institute of Aeronautics, Financial Aid Office, P.O. Box 10897, Pittsburgh, PA 15236.

Instructions for Obtaining Tax Documents

*Recommended**

FAFSA IRS Direct Data Exchanged (DDX)

The most efficient way to provide your IRS tax information is by using the IRS Direct Data Exchange (DDX) within your FAFSA application. In most cases, no further income verification documentation is required when using this tool as long as the information is unchanged.

- Go to **studentaid.gov**
- Log in and go to the Account Dashboard.
- Select "Action Required" under "My Activity" section.
- Provide consent and approval.
- Navigate through the form.
- Sign and submit the section of the form.

IMPORTANT: If you successfully used the IRS Direct Data Exchange, you do not need to submit a Tax Return or Tax Return Transcript.

Options for Getting Your IRS Tax Return Transcript, if available

Online Request

- Go to **IRS.gov**
- On the IRS homepage, select "Get Your Tax Record."
- Select "Get Transcript ONLINE" or "Get Transcript by MAIL."
- Make sure to request the "IRS Tax Return Transcript," and NOT the "IRS Tax Account Transcript."

Telephone Request

- 1-800-908-9946

Paper Request Form

- IRS Form 4506T-EZ or IRS Form 4506-T

Options for Getting Your IRS Verification of Non-Filing, if available Online Request

- Go to **IRS.gov**
- On the IRS homepage, select "Get Your Tax Record."
- Select "Get Transcript ONLINE" or "Get Transcript by MAIL."
- Request "Verification of Non-Filing"

Paper Request Form

- IRS Form 4506-T

Tax Filers with Special Circumstances

- **Individuals who filed an amended IRS Income Tax Return:** Provide a copy of the IRS tax return transcript or a signed copy of the tax return and a signed copy of the IRS Form 1040X.
- **Individuals who were victims of tax administration identity theft:** Call the IRS at 1-800-908-4490.
- **Individuals who filed non-U.S. Income Tax Returns:** Provide a signed copy of that income tax return(s); or a transcriptobtained from a government of a U.S. territory or commonwealth, or a foreign central government that includes all the tax filer's income and tax information required to be verified for the tax year.
- **Divorced/Separated students or parents who filed "Married Filing Jointly"** must also attach W-2 Forms.
- **Married students or parents** must also submit a spouse's tax return even if not married in 2023.

Individuals Who Were Victims of IRS Tax-Related Identity Theft

An individual who was the victim of IRS tax-related identity theft must provide:

- A copy of the signed 2023 income tax return and applicable schedules the individual filed with the IRS, or an equivalent document provided by the IRS; and

- An IRS 4674C letter (a letter from the IRS acknowledging the identity theft) or a statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft, and the IRS is aware of it.

Individuals Granted a Filing Extension by the IRS

An individual who is required to file a 2023 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2023 must provide:

- A signed statement listing the sources of any 2023 income and the amount of income from each source;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2023;
- A copy of IRS Form W–2 for each source of employment income received or an equivalent document for tax year 2023; and
- If self-employed, a signed statement certifying the amount of the individual's adjusted gross income (AGI) and the U.S. income tax paid for tax year 2023.