

Your 2025-2026 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal regulations require the CIA Office of Financial Aid to confirm the information you and your spouse (if married) reported on your 2025-2026 FAFSA. To verify that you provided correct information the financial aid administrator at your school 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 must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the CIA Office of Financial Aid. The CIA Office of Financial Aid will contact you if we need any additional information. If you have questions about

verification, contact the CIA Office of Financial Aid as soon as possible so that you can finalize your eligibility for financial aid.

#### INDEPENDENT STUDENT'S INFORMATION

Student's Last Name	Student's First Name	MI	Student's ID Number
Student's Street Address (include apt.	no.)		Student's Date of Birth
City	State	Zip	Student's Email Address
Student's Phone Number		Student's Altern	ate or Cell Phone Number

### INDEPENDENT STUDENT'S FAMILY INFORMATION

Family Size - Include

- The student.
- The student's spouse, if the student is married.
- The student's dependent children if the following are true:
  - They live with the student (or live apart because of college enrollment);
  - They receive more than half of their support from the student; and
  - They will continue to receive more than half their support from the student during the award year.
- Other people if the following are true:
  - They live with the student;
  - · They receive more than half of their support from the student; and
  - · They will continue to receive more than half their support from the student during the award year.

The provided criteria for "dependent children" or "other persons" align with the requirement that family size align with 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. As a result, the student should not include any unborn children in the family size.

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

Full Name	Age	Relationship
		self

Student Name: Student	ID Number:		
A. INDEPENDENT STUDENT'S INCOME INFORMATION TO BE VERIFIED			
1. TAX FILERS (only complete this section if you filed taxes in 2023)			
<b>Important Note:</b> The instructions below apply to the student and spouse, if the student is married. Notify the CIA Office of Financial Aid if the student or spouse filed separate IRS income tax returns for 2023 or had a change in marital status after December 31, 2023.			
Instructions: Complete this section if the student and spouse <u>filed or will file</u> 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:			
<ul> <li>Get Transcript by Mail - Go to 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.</li> </ul>			
<ul> <li>Get Transcript ONLINE - Go to 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.</li> </ul>			
<ul> <li><u>Automated Telephone Request</u> – 1-800-908-9946. The transcript is ger IRS's receipt of the online request.</li> </ul>	nerally received within 10 busin	ess days from the	
<ul> <li><u>Paper Request Form</u> – Use the links to download IRS Form <u>4506T-EZ</u> or IRS Form <u>4506-T</u>. The transcript is generally received within 10 business days from the IRS's receipt of the online request</li> </ul>			
2. NONTAX FILERS (only complete this section if you DID NOT file taxes in 2023)			
The instructions and certifications below apply to the student and spouse, if the student is married.  Complete this section if the student and spouse will not file and are <u>not required</u> to file a 2023 income tax return with the IRS.			
Check the box that applies:			
The student and/or spouse were 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 is provided. [Provide copies of all 2023 IRS W-2 forms issued to the student and/or spouse by their employers]. List every employer even if they 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	2023 Amount Earned	IRS W-2 Attached?	
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Employer's Name	2023 Amount Earned	IRS W-2 Attached?
ABC Shipping (example)	\$1,280	Yes

Student Name:	Student ID Number:	
Provide a signed and dated statement ce return.	rtifying that the individual has not filed and is not required to file a 2023 income ta	x
Statement:		
Signature:	Date:	
information was reported on the FAFSA m this worksheet, you may be fined, sent to p		
The student must sign and date this for	n.	
Student's Signature	Date	_
Spouse's Signature (optional)	Date	_

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the:

Cleveland Institute of Art Financial Aid Office 11610 Euclid Avenue Cleveland, OH 44106 financialaid@cia.edu

Student Name:	Student ID Number:
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### **Information About Special Tax Situations**

## 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.

### Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for tax year 2023 must provide a signed copy of the 2023 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS or documentation from the IRS that include the change(s) made by the IRS, in addition to one of the following:

- Updated income and tax information from the IRS on an ISIR record with all tax information from the original tax return:
- A 2023 IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; or
- A signed copy of the 2023 IRS Form 1040 and the applicable schedules that were filed with the IRS

# 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 Tax Return Database View (TRDBV) transcript obtained from the IRS or, if unable to obtain a TRDBV, an
  equivalent document provided by the IRS or a copy of the signed 2023 income tax return and applicable
  schedules the individual field with the IRS; and
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity
  theft and that the IRS is aware of the tax-related identity theft.

### **Individuals Who Filed Non-IRS Income Tax Returns**

A tax filer who filed an income tax return with a tax authority other than the IRS may provide a signed copy of his
or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the
information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax
account information issued by the relevant tax authority before verification can be completed