Centenary

Office of Financial Aid | PO Box 41188 | Shreveport, LA 71134 | 318.869.5137 | 318.841.7266 | finaid@centenary.edu

2027-2028 Verification Worksheet

Your FAFSA was selected by the U.S. Department of Education for a review process called "Verification." Federal law states that we have the right to ask for this information. Your application will be considered incomplete until each section is complete and all required documents and signatures have been received by the Centenary Financial Aid Office. If there are differences between your application information and this document, corrections may need to be made to your FAFSA.

Student Information

Last Name _____ First Name _____ M.I. _____ Centenary ID _____

Address _____ City, State, Zip _____ Cell Phone _____

Tax Return Information

*If you had to manually input your or your parent's income on the FAFSA, you **must** submit a signed copy of your and your parent's **2025** Tax Return to our office along with this form. If you don't have a copy SEE INSTRUCTIONS BELOW***

To send documents securely: visit http://centenary.leapfile.net 1.Click 'Secure Upload' 2.Type finaid@centenary.edu 3.Type details & upload document

Student	Parent(s)	(Check any that apply)
☐	☐	My income was automatically imported into the FAFSA and I will not submit IRS Tax Return with this form.
☐	☐	I am submitting my **SIGNED** 2025 IRS Tax Return **and all schedules** to your office with this form through LeapFILE.
☐	☐	I filed a 2025 tax return for a foreign country. (You must submit a signed copy of that form to our office.)
☐	☐	**I Will Not File** and **Did Not Work.** (You are not required to file a 2025 income tax return, and you had no income earned from work.)
☐	☐	**I Will Not File** but **Did Work. (**You did work in 2025, but you will not and are not required to file a tax return.) Complete box below.

If you ***will not*** file a 2025 tax return but ***did work***, then you must complete the table below **and attach all 2025 W-2's** received from all employers. List every employer even if the employer did not provide you with a W-2.

ONLY COMPLETE THIS GRID IF YOU DID NOT FILE A 2025 FEDERAL TAX RETURN

Name of 2025 Employer	Student/Spouse Earned – 2025	Parent Earned - 2025
	$	$
	$	$
	$	$

ONLY COMPLETE THIS SECTION IF YOUR FAMILY'S INFORMATION WAS NOT TRANSFERRED FROM THE IRS TO THE FAFSA

Family Size Information

Who may be included in a dependent student's family :

Include the parent (and spouse or partner), the student, the parent's dependent children (even if they live apart because of college enrollment), and other people living with the parent now. Include these dependent children and other people only if the parent will provide more than half of their support between July 1, 2027, and June 30, 2028.

Who may be included in an independent student 's family :

Include the student (and spouse), the student's dependent children (even if they live apart due to college enrollment), and other people living with the student now. Include these dependent children and other people only if the student will provide more than half of their support between July 1, 2027, and June 30, 2028.

FULL NAME	AGE	RELATIONSHIP
		me

Certification and Signatures

By signing this form, I (we) certify that all the information reported on this worksheet is complete and correct.

Warning: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.

Student's Signature **Date** **Parent's Signature** (Dependent Students Only) **Date**

Bring, mail, fax (318/841-7266) or submit through LeapFile (as instructed above) the completed worksheet, tax transcripts, and any other requested documents to the Centenary Financial Aid Office.

A 2025 IRS Tax Return Transcript may be obtained:

- Get Transcript Online – Go to https://www.irs.gov/individuals/get-transcript, click "Sign into your online account." Make sure to request the "Return Transcript" and NOT the "Account Transcript." Follow the instructions to create an ID.me account if you do not already have one. If you need help creating an ID.me account or verifying your identity, visit the ID.me IRS Help Site.
- Get Transcript by Mail – Go to https://www.irs.gov/individuals/get-transcript, 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.
- 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.