

A. Student Information

Last Name

First Name

Date of Birth

Capital Student ID

Parent Email Address

Preferred Phone Number

B. Parent Information**COMPLETE THE TABLE BELOW.**

- **Include** your parent(s) with whom you live (or last lived with) -**Include** step-parent, if applicable, and married;
- **Include** your parent(s)' most recent marital status and the marital date. No date is required for single/unmarried parents. *If recently widowed, write in the margin and include the date.*
- **Do NOT include** a parent that is not living in the household due to separation or divorce.
- **Do NOT include** your parent's significant other who is not your parent unless they are married to your parent.

Full Name	Date of Birth	Relation	Marital Status and Date
		Parent	☐ Unmarried, both parents together ☐ Single ☐ Married* ☐ Divorced/Separated*
		Parent/ Step-Parent	*Date of Most Recent Marital Status _____ / _____ MM / YYYY

C. Family Information**COMPLETE THE TABLE BELOW.**

- **Include** your parents' children if they will provide more than half of the children's support from July 1, 2026, through June 30, 2027.
- **Include** other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support from July 1, 2026, through June 30, 2027.
- **Do NOT include yourself or parent(s) in the boxes below.** That information is reported in Sections A and B.

Full Name	Age	Relation to Student

(Attach a separate sheet or list below in the margin if you need more room.)

D. Tax Filing Status and Income Information**PARENT(S)****1) Check one of the following:**

- ☐ My parent(s) filed a 2024 Federal Tax Return. *
Circle one: IRS Tax Return Transcript Enclosed **OR**
 Direct Data Exchange (DDX) Used
- ☐ My parent(s) were not employed and had no earned income in 2024 and did not file a 2024 Federal Tax Return. †
- ☐ My parent(s) did not file a 2024 Federal Tax Return, but did work and/or have earned income. †

STUDENT**2) Check one of the following:**

- ☐ I filed a 2024 Federal Tax Return. *
Circle one: IRS Tax Return Transcript Enclosed **OR**
 Direct Data Exchange (DDX) Used
- ☐ I was not employed and had no earned income in 2024 and did not file a 2024 Federal Tax Return.
- ☐ I did not file a 2024 Federal Tax Return, but did work and/or have earned income. I have included my 2024 IRS Wage and Income Transcript.

***All tax filers must submit:**

A 2024 Federal IRS Tax Return Transcript, available on irs.gov/individuals/get-transcript or at 1-800-908-9946.

OR

You consented/approved the sharing/importing of income and tax info from the IRS to the FAFSA (DDX).

The IRS Wage and Income Transcript is on irs.gov/individuals/get-transcript or at 1-800-908-9946.

†Any parent who did not file and was not required to file, per the IRS, a 2024 Tax Return must:

Contact our office to complete a Non-Filer Certification, and you **MUST** request a Verification of Non-filing Letter from the IRS available on irs.gov/individuals/get-transcript or at 1-800-908-9946.

E. Identity Certification

The student must provide the following to verify their identity, either in person to Capital University's Financial Aid Office, OR in the presence of a notary:

- (a) A copy of an unexpired, valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as, but not limited to, a driver's license, other state-issued ID, or passport;

The certification below only needs to be completed if you are NOT going to appear in person at Capital's Financial Aid Office.

Notary's Certificate of Acknowledgement ***

State of _____ City/County of _____ on _____ (date), before me,

_____, personally appeared, _____, and proved to me
(Notary's printed name) (Printed name of signer)

because of satisfactory evidence of identification _____ to be the above-named
(Type of unexpired government-issued photo ID provided)
person who signed the foregoing instrument. **WITNESS my hand and official seal**

(Notary signature)

My Commission expires on _____ (Date)

*** If the Certificate of Acknowledgement has been notarized, you must provide the original form. A faxed or emailed copy will NOT be accepted.

F. Certification and Signatures

By signing this worksheet, I certify that all the information reported on this worksheet is complete and correct. I agree, if asked, to provide documentation that will verify the accuracy of the information provided on this completed form.

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

Student Signature Date

Parent Signature Date

Parent's Spouse Signature (optional) Date

Return this worksheet, and other documents to:
Capital University Financial Aid Office
1 College and Main, Columbus, Ohio 43209

Do not email documents with personally identifiable information.

DO NOT COMPLETE - FOR OFFICE USE ONLY: If verifying from a Federal Tax Return Transcript

	AGI	Taxes Paid	Tax-Exempt Int.	Untaxed IRA/Pension	Other Untaxed
Student					
Parent					
	IRA Deduct	Keogh/SEP	Edu. Credits	Pension Pay.	FWS Earnings
Student					
Parent					
Total Household Size: _____					