

A. Student Information

Last Name	First Name	Date of Birth	Capital Student ID
Spouse Email Address (if married)		Preferred Phone Number	

B. Marital Information (only required if student is married, divorced, or separated)

COMPLETE THE TABLE BELOW.

- If married, divorced, or separated, include your most recent marital status and marital date;
- If married, include your spouse’s name, date of birth, and the name of the college they are attending; if applicable
- Do **NOT** complete Section B - if you are single/unmarried.

Spouse’s Name (if married):		Marital Status (check only one)
Spouse’s Date of Birth (if married)	Date of Most Recent Marital Status (MM/YYYY)	☐ Married
	____/____	☐ Divorced/Separated

C. Family Information

COMPLETE THE TABLE BELOW.

- Include your (and your spouse’s) children if you (or your spouse) 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 you and you (or your spouse) 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 your spouse 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.)

More questions are on the back side of this worksheet.

DO NOT COMPLETE - FOR OFFICE USE ONLY:
Total Household Size: _____

D. Tax Filing Status and Income Information

COMPLETE BOTH ITEMS, 1) & 2) BELOW.

STUDENT	SPOUSE (only required if student is married)
1) Check one of the following:	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	☐ My spouse 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. †	☐ My spouse 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. †	☐ My spouse did not file a 2024 Federal Tax Return, but did work and/or have earned income. †

*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).

†Anyone 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. 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

Spouse's Signature (optional)

Date

Return this worksheet, and other documents to:

Capital University Financial Aid Office

1 College and Main, Columbus, Ohio 43209

Phone: 614-236-6511 | Fax: 614-236-6926

Documents can also be submitted through MyCap

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	IRA Deduct	Keogh/SEP	Edu. Credits