

# Income Verification Worksheet Guide

## SECTION 1 - Household Member Information

### Step 1:

#### List yourself *and* all other household members

\*Use the [Income Calculator](#) to find out how to determine 'Household Members'

**\*\*Worksheets that do not list parent *and* student(s) will be rejected**

#### Section 1 - Household Member Information

For help with this section, see the [Income Calculator](#).

Provide the name, age, and relationship of **all** household members. (Click "Add Household Member" for each person in your household)

1. Start with yourself.
2. Then list all other wage earners in the household.
3. Then list the student(s) or other household members

### Step 2:

#### Did this person earn income?

Select **YES**: if the person received income from an employer (including self-employment)

Select **NO**: if the person did NOT receive income from an employer and/or the only income received is from a source listed in Section 2 (i.e. **Social Security Benefits**)

Full Name:  Age:  Relationship to Student:

Did this person earn income in 2025?  Is this person required to file a 2025 Federal Income Tax Return?

### Step 3:

#### Is this person required to file a Federal Income Tax Return?

Select **YES**: if the person has filed, intends to file a tax return or extension, or appears on their spouse's joint tax return

Select **NO**: if the person is not required to file a tax return

## SECTION 2 - Income Questions

### Step 1:

#### Report additional income sources

#### Section 2 - 2025 Income/Financial Resources Information (taxed and untaxed)

Answer the following questions about yourself, the parent applicant. Additional documentation may be requested.

1. Did you live with someone who offered free room and meals in 2025? \*\* If you name someone here, include them as a household member in Section 1 and report their 2025 income with tax documentation.

**\* If you list someone here, they must be added as a household member, and their income information will be required**

### Step 2:

#### Enter the total annual amounts received from all listed household members.

**DO NOT** enter decimals (.), commas (,) or dollar signs (\$) in the boxes. Enter numbers as whole dollar amounts. *Example: \$12,651.70 = 12652*

For the following additional income sources, please list the total annual amount received by household members in 2025. Enter zero (0) if applicable to your household.

Additional Income Sources	
TANF (Temporary Assistance for Needy Families, US Federal Program)	<input type="text"/>
Social Security Income/Benefits	<input type="text"/>
Child Support	<input type="text"/>
Alimony	<input type="text"/>
Military Benefits (BAH/BAS)	<input type="text"/>
Religious Stipends	<input type="text"/>
Monetary gifts from friends/family	<input type="text"/>
Miscellaneous	<input type="text"/>

\*\$0 must be entered if no additional income was received\*

*Example: John received \$80/month for Social Security and Kate received \$60/month for Social Security. Multiply the monthly income of \$140 by 12 months. Enter the total of 1680 in the SSI box*

**After submitting your worksheet, return to your MyPortal To-Do List. Additional document requests will appear. All requested documents must be uploaded to MyPortal as a single Word or PDF file.**

For more information visit our [website](#)