
Last Name

First Name

M.I.

C
BRCTC ID Number

Federal Tax Return Filing Status

Student Tax and Income Information for 2024 *(all students and their spouse, if applicable)*

PLEASE CHECK ONE

- I used the IRS Direct Data Exchange to transfer 2024 Federal Tax Return Information into my FAFSA
- I am attaching a copy of my 2024 Federal Tax Return Transcript
- I am attaching a signed copy of my 2024 Federal Tax Return
- I was not required to file a 2024 Federal Tax Return. If I am an Independent Student, I have a attached an IRS Verification of Non-Filing dated after 10/1/25*
- I was not employed and had no income earned from work in 2024.

Parent(s) Tax and Income Information for 2024 *(dependent students only)*

PLEASE CHECK ONE

- I used the IRS Direct Data Exchange to transfer 2024 Federal Tax Return Information into my FAFSA
- I am attaching a copy of my 2024 Federal Tax Return Transcript
- I am attaching a signed copy of my 2024 Federal Tax Return
- I was not required to file a 2024 Federal Tax Return. I have a attached an IRS Verification of Non-Filing dated after 10/1/25*
- I was not employed and had no income earned from work in 2024.

**If you were not required to file a 2024 Federal Tax Return but had employment, you must submit copies of W2 Forms.*

Certification Statement: By signing this worksheet, I (we) certify that all of the information reported above, used to determine eligibility for federal student financial aid, 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 Signature – *in ink, typed signature not accepted*

Date

Parent Signature (If dependent student) – *in ink, typed signature not accepted*

Date

<p>Deadline Fall: Nov. 13, 2026</p> <p>Spring: April 23, 2027</p> <p>Summer: July 16, 2027</p>

To return this form, please visit in person:

Office of Student Financial Aid, 13650 Apple Harvest Drive,
Martinsburg, WV 25403

COMPLETE THE STUDENT INFORMATION SECTION, THEN FOLLOW ONE OF THE IDENTITY VERIFICATION METHODS BELOW. DO NOT COMPLETE BOTH.

			<u>C</u>
Last Name	First Name	M.I.	BRCTC ID Number
Email Address		Phone Number (include area code)	

Can you appear in person? YES

The student must appear in person at the BRCTC Financial Aid Office and present a valid, unexpired government-issued photo ID, such as a driver’s license, state-issued ID, or passport, to verify their identity. The office will retain a copy of the ID and document the date it was received and reviewed, along with the name of the authorized official who reviewed it.

OFFICE USE ONLY

Compared signature and person to ID

Made copy of ID and signed/dated it

Signature of Witness
Date

Can you appear in person? NO

If the student is unable to appear in person to the BRCTC Financial Aid office to verify their identity, they must choose one of the following options:

- A. Mail a notarized copy of your valid, unexpired government-issued photo identification (ID) to BRCTC. Acceptable forms of ID include, but are not limited to, a driver’s license, state-issued ID, or passport. **The copy must be made by a notary public, the notary must initial and date the copy. The notary’s acknowledgment (below) must accompany the ID copy;** OR
- B. Schedule a video call with the BRCTC Financial Aid Office to present your valid, unexpired government-issued photo identification (ID) to BRCTC. Acceptable forms of ID include, but are not limited to, a driver’s license, state-issued ID, or passport. During the call, an authorized official will take a screenshot of your ID. The screenshot will be signed and dated by the representative and maintained by the Financial Aid Office

Notary’s Certificate of Acknowledgement

State of _____ City/County of _____ on _____, before me, _____

(State) (City/County) (Date) (Notary’s Name)

Personally appeared, _____, and proved to me on basis of satisfactory evidence of

(Printed Name of Signer)

identification _____ to be the above-named person who signed the foregoing instrument.

(Type of Acceptable ID provided)

WITNESS my hand and official seal

_____ My Commission expires on _____.

(Notary Signature) (Date)