

Student Name: _____

Student ID Number: _____

2023-2024 Verification Worksheet

Dependent Student - Tracking Group V1

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states that before awarding Federal Student Aid, the Financial Aid Office is required to confirm all information you and your parents reported on your FAFSA. To verify that you provided correct information, a financial aid administrator will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete, sign, and submit this worksheet, including any required documents. The Financial Aid Office may ask for additional information. To avoid delays in processing your financial aid, please contact the Financial Aid Office as soon as possible with any questions.

WARNING: VERIFICATION RESULTS MAY AFFECT YOUR FINANCIAL AID

A. Dependent Student's Information

Student's First Name	Student's Last Name	MI	Student's SSN or ID Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip	Student's Email Address
Student's Phone Number		Student's Alternate or Cell Phone Number	

B. Dependent Student's Family Information

List in the table below the people in the parent's household. Include the following:

- **The student.**
- **The parents** (including stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2023 through June 30, 2024, or if the other children would be required to provide parental information if they were completing a FAFSA for 2023–2024. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the parents or parents provide more than half of the other people's support and will continue to provide more than half of their support through June 30, 2024.
- Any household member, excluding the parents, who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2023 and June 30, 2024, and include the name of the college.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
STUDENT NAME (list below and other family members per instructions above)	18	SELF	West Virginia Wesleyan College	Yes

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

C. Dependent Student's Income Information to Be Verified

1. TAX RETURN FILERS

Instructions: Complete this section if the student filed or will file a 2021 IRS income tax return. **The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at <https://studentaid.ed.gov/sa/fafsa>.** In most cases, no further documentation is needed to verify 2021 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

Check the box that applies:

- ☐ The student has used the IRS DRT in FAFSA on the Web to transfer 2021 IRS income tax return information into the student's FAFSA.
- ☐ The student is unable to use the IRS DRT in FAFSA on the Web. Please check one or more of the conditions below and request an IRS Tax Transcript from the instructions below:
- ☐ Will Request a Tax Transcript from the IRS

A 2021 IRS Tax Return Transcript maybe be obtained through the following:

- ☐ Get Transcript by MAIL – Go to www.irs.gov, under the Tools heading, click "Get a tax transcript" Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." The transcript is generally received with 10 business days from the IRS's receipt of the online request.
- ☐ Get Transcript ONLINE – Go to www.irs.gov, under the How can we help you? heading, click "Get your Tax Record." Then Click "Get Transcript ONLINE." Create or Sign in with your ID.me account. Select reason for transcript – Higher Education/Student Aid. Do not need customer file number. Request the "IRS Return Transcript" for 2021 and **NOT** the "IRS Account Transcript." The transcript displays online upon successful completion of the IRS's two-step authentication. Can print or download file to send to Financial Aid Office.
- ☐ Automated Telephone Request – 1-800-908-9946. Transcript is generally received with 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.

2. TAX RETURN NONFILERS

Only complete this section if the student will not file and is not required to file a 2021 income tax return with the IRS.

Check the box that applies:

- ☐ The student was not employed and had no income earned from work in 2021. Documentation only needs provided if student did not indicate they did not file
- ☐ The student was employed in 2021 and has listed below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is provided. Provide copies of all 2021 IRS W-2 forms issued to the student by his/her employers. List every employer even if they did not issue an IRS W-2 form.

If more space is needed, attach a separate page with the student's name and Social Security Number at the top.

Employer's Name	2021 Amount Earned	IRS W-2 Attached?
ACME Shipping (example)	\$1,000	Yes

Student Name: _____

Student ID Number: _____

D. Parent's Income Information to Be Verified

1. TAX RETURN FILERS

Important Note: The instructions below apply to each parent included in the household.

Instructions: Complete this section if the parents filed or will file a 2021 IRS income tax return(s). **The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at <https://studentaid.ed.gov/sa/fafsa>.** In most cases, no further documentation is needed to verify 2021 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

Check the box that applies:

- ☐ The parents have used the IRS DRT in FAFSA on the Web to transfer 2021 IRS income tax return information into the student's FAFSA.
- ☐ The parents are unable to use the IRS DRT in FAFSA on the Web. Please check one or more of the conditions below and reuest an IRS Tax Transcript from the instructions below and notify the Financial Aid Office if below applies:
- ☐ Will Request a Tax Transcript from the IRS
 - ☐ Granted a Filing Extension by the IRS
 - ☐ Filed married filing separate tax returns
 - ☐ Filed an Amended IRS Income Tax Return
 - ☐ Victim(s) of IRS Tax-Related Identity Theft
 - ☐ Change in marital status after the end of the 2020 tax year on December 31, 2020

A 2021 IRS Tax Return Transcript maybe be obtained through the following:

- ☐ **Get Transcript by MAIL** – Go to www.irs.gov, under the Tools heading, click “Get a tax tanscript” Click “Get Transcript by MAIL.” Make sure to request the “IRS Return Transcript” and **NOT** the “IRS Acount Transcript.” The transcript is generally received with 10 business days from the IRS’s receipt of the online request.
- ☐ **Get Transcript ONLINE** – Go to www.irs.gov, under the How can we help you? heading, click “Get your Tax Record.” Then Click “Get Transcript ONLINE.” Create or Sign in with your ID.me account. Select reason for transcript – Higher Education/Student Aid. Do not need customer file number. Request the “IRS Return Transcript” for 2021 and **NOT** the “IRS Account Transcript.” The transcript displays online upon successful completion of the IRS’s two-step authentication. Can print or download file to send to Financial Aid Office.
- ☐ **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received with 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.

2. TAX RETURN NONFILERS

Only complete this section if the student's parent(s) will not file and is not required to file a 2021 income tax return with the IRS.

Check the box that applies:

- ☐ Neither parent was employed, nor neither had income earned from work in 2021. Documentation must be provided from the IRS or other relevant tax authority dated on or after October 1, 2022 that indicates a 2021 IRS income tax return was not filed with the IRS or other relevant tax authority.
- ☐ Check here if the Verification of Non-filing Transcript is provided
- ☐ Check here if the Verification of Non-filing Transcript will be provided later

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- ☐ One or both parents were employed in 2021 and has listed below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is provided. Provide copies of all 2021 IRS W-2 forms issued to the parents by their employers. List every employer even if they did not issue an IRS W-2 form.

If more space is needed, attach a separate page with the student's name and Social Security Number at the top.

Employer's Name	2021 Amount Earned	For Whom?	IRS W-2 Attached?
ACME Shipping (example)	\$1,000		Yes

E. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

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

The student and at least one parent must sign and date this form. These have to be actual signatures not computer generated.

Student's Signature

Date

Parent's Signature

Date

***Return this worksheet to the Financial Aid Office at
59 College Avenue
Buckhannon, WV 26201***

Or send a fax to our office at 304-473-8824

Keep a copy of this worksheet for your records