# West Liberty University

Office of Financial Aid 208 University Drive College Union Box 124 West Liberty, WV 26074 Phone: (304) 336-8016 finaid@westliberty.edu

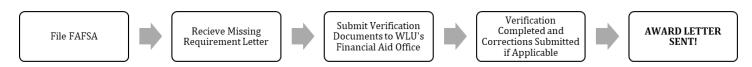
#### 2022-2023 Verification Guide and Checklists

#### What is verification and who is selected?

Once a student completes a FAFSA form, it is possible their application will be selected by the US Department of Education for a process called verification. This simply means a review process will happen in which the school requests and uses additional documentation to check the FAFSA data for accuracy. This is not uncommon and does not mean that the student did something wrong. Most of the time, students are chosen at random but may also be chosen if their FAFSA appears to have inconsistent or incomplete information or if they used estimated tax information.

#### What happens during the verification process?

Students will receive notification they have been selected for verification from WLU's Financial Aid Office. A missing requirements letter will be mailed to the home address. Students are also able to see the required documents and their status under the Financial Aid – Home section of their WINS account, listed under "Student Requirements". After all requested information is submitted to the Financial Aid Office, the student's file will be reviewed by comparing the 2022-2023 FAFSA with 2020 IRS data. If all data is correct, the file will be marked complete and financial aid will be awarded. If there is data that was reported incorrectly, the Financial Aid Office will make FAFSA corrections on the student's behalf. The Central Processing System (FAFSA processor) will notify the student of any changes made via the email provided on the FAFSA or by postal mail if no email address was provided. *Verification is the responsibility of the student and financial aid cannot be processed until completed. Failing to do so will result in an incomplete file, which will delay the completion of your financial aid award and may lessen your aid opportunities.* 



### How do I know what documents are needed and where can I find the forms?

In addition to the missing requirements letter and the Financial Aid – Home section of the student's WINS account, students and families can use the verification checklists below. Please note there are two separate checklists; one is designed for a dependent student and parent(s) and the other for independent students and their spouse if married. Keep in mind that for ease, students and families can use the FAFSA's IRS Data Retrieval Tool (DRT) to import their tax information in place of providing their IRS Tax Return Transcript. All forms must be complete, accurate and truthful. All student forms, instructions and guides can be found on the WLU Financial Aid Office website at <a href="westliberty.edu/financial-aid/forms-2/">westliberty.edu/financial-aid/forms-2/</a>.



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The checklist below details the different items you may need to submit if selected for the verification process. With the exception of the 2022-2023 Verification Worksheet, you may not need to submit all the documentation listed below, depending on your family and financial situation. If the Financial Aid Office is missing any items or has any questions once documentation is submitted, they will contact you.

2022-2023 DEPENDENT Required Verification Documents	Student	Parent(s)
2022-2023 Dependent Verification Worksheet – All Selected		
Dependent Students Must Complete		
2020 IRS Tax Return Transcript - Student and Parent(s) who are		
listed on FAFSA and filed but did not use the IRS DRT tool on the		
FAFSA. Further instructions can be found on the Verification		
Worksheet or online at westliberty.edu/financial-		
<u>aid/instructions-and-guides/.</u>		
<u>Dependent Non-Tax Filer Statement</u> (non-filers only):		
Section I. Student Section - If student will not and is not		
required to file a tax return and did not work, they must		
complete this form and return. If the student did work in		
2020 but did not and is not required to file a tax return, they		
must complete this form and submit with all 2020 W2 forms.		
<u>Section II. Parent Section</u> - The parent(s) must complete this		
section if they will not and are not required to file a 2020 tax		
return. They must provide all applicable W2's if they worked		
AND a Verification of Non-filing letter from the IRS that		
indicates a 2020 IRS income tax return was not filed with the		
IRS. Further instructions can be found on the Dependent		
Non-Tax Filer Statement form.		

2022-2023 INDEPENDENT Required Verification Documents	Student	Spouse (if married)
2022-2023 Independent Verification Worksheet – All Selected		
Independent Students Must Complete		
2020 IRS Tax Return Transcript - Filers who did not use the IRS		
DRT on the FAFSA. Further instructions can be found on the		
Verification Worksheet or online at westliberty.edu/financial-		
aid/instructions-and-guides/.		
<u>Independent Student Non-Tax Filer Statement</u> (non-filers only):		
The student (and/or spouse if applicable) must complete this		
form if they will not and are not required to file a 2020 tax		
return. They must provide all applicable W2's if they worked		
AND a Verification of Non-filing letter from the IRS that		
indicates a 2020 IRS income tax return was not filed with the		
IRS. Further instructions can be found on the Independent		
Non-Tax Filer Statement form.		