



WEST LIBERTY UNIVERSITY

Office of Financial Aid
208 University Drive
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West Liberty, WV 26074

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2024-2025 Verification Worksheet Dependent Student

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) was selected by the U.S. Department of Education for a process called verification. Federal law requires schools to gather additional documentation from students to check the accuracy of the information on the FAFSA. WLU's Office of Financial Aid will make corrections to your FAFSA if needed.

What you must do now:

- Complete **ALL** sections of this form, including signatures.
- Submit this completed worksheet and any required documentation to WLU's Office of Financial Aid.

A. Dependent Student's Information

Last Name First Name M.I.

Last 4 of Social Security Number

Street Address (include apt. no.)

Date of Birth

City State Zip Code

WLU Student ID (on acceptance letter)

Cell Phone Number

Email Address

B. Dependent Student's Family Size Information

Please list below the individuals in your family.

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
 - Exclude a parent that is deceased or is not living in the household because of separation or divorce.
 - Include a parent who is on active duty in the U.S. Armed Forces living apart from the family.
- Your parent(s)' other children if **both** of the following are applicable:
 - They live with your parent(s) or live apart because of college enrollment.
 - Your parent(s) provide more than half of their support and will continue to do so during the award year from July 1, 2024 through June 30, 2025.
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2025.

Full Name	Age	Relationship

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

C. Dependent Student's Income Information to be Verified **TAX RETURN FILERS**

Check the box that applies:

- The student's tax information has been transferred from the IRS to the FAFSA.
- The student's tax information was unable to be transferred from the IRS and the student has submitted one of the following required documents:

___ Check here if the student's 2022 IRS Tax Return Transcript is attached to this worksheet. The transcript can be requested online at [irs.gov](https://www.irs.gov). Please be sure to include the student's ID on every page of the transcript.

___ Check here if the student's **signed** copy of their 2022 IRS Federal Tax Return (Form 1040 and all schedules) is attached to this worksheet. Please **do not** submit state or local tax returns.

 TAX RETURN NONFILERS

___ Check here if the student was not employed, had no income from work, and was not required to file a tax return in 2022.

___ Check here if the student was employed, did not file and was not required to file taxes, but did earn income from work in 2022. The student **must** also complete the Dependent Non-Tax Filer Statement found on our website.

D. Parent's Income Information to be Verified

PLEASE NOTE: If two parents were reported in Section B of this worksheet, the instructions below refer and apply to both parents.

 TAX RETURN FILERS

Check the box that applies:

- The parent's tax information has been transferred from the IRS to the FAFSA.
- The parent's tax information was unable to be transferred from the IRS and the parent(s) has/have submitted one of the following required documents:

___ Check here if the parent's 2022 IRS Tax Return Transcript is attached to this worksheet. The transcript can be requested online at [irs.gov](https://www.irs.gov). Please be sure to include the student's ID on every page of the transcript.

___ Check here if the parent's **signed** copy of their 2022 IRS Federal Tax Return (Form 1040 and all schedules) is attached to this worksheet. Please **do not** submit state or local tax returns.

 TAX RETURN NONFILERS

- If the parent(s) will not file and is/are **not required** to file a 2022 income tax return with the IRS, the parent(s) **must** complete the Dependent Non-Tax Filer Statement found on our website.

E. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported is complete and correct. The student and one parent must sign and date.

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Print Student's Name

Student's ID Number

Student's Signature

Date

Parent's Signature

Date

If any additional information is needed, you will be contacted via email.