



WEST VIRGINIA STATE UNIVERSITY

Office of Student Financial Assistance

2018 -2019 Verification Worksheets For Dependent Students V-1 Standard Verification Group

Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information we 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, by signing this form you are giving WVSU financial aid office permission to update your FAFSA with the correct information. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid office. **Complete all sections of this form applicable to you. Incomplete forms or forms without the requested documentation will not be processed. Based on your answers we may need to request additional documentation.**

A. Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's Social Security Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)			Student A#

Dependent Student's Family Information from July 1, 2018 - June 30, 2019

List below the people in your parent's household including yourself, parents (stepparent), siblings, etc., even if everyone does not live in one house. List only those for whom your parents provide at least 50% of their support. Also indicate any household member (not including parents) that will be attending a college/university.

Full Name	Age	Relationship	College Attending, if any	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>self</i>		



B. Parent Information

Section 1: Parents Who Filed 2016 Taxes ONLY (Please skip to Section 2 if parent did not file taxes)

2016 Tax Return Transcript

Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2016 or had a change in marital status after December 31, 2016.

Instructions: Complete this section if the parents filed or will file a 2016 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 FAFSA.gov.* In most cases, no further documentation is needed to verify 2016 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

- The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student's FAFSA.
- The parents have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2016 IRS income tax return information into the student's FAFSA.
- The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2016 IRS Tax Return Transcript(s)**.

A **2016 IRS Tax Return Transcript** may be obtained through:

- 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 within 10 business days from the IRS's receipt of the online request.
- Get Transcript ONLINE – Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 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.

If the parents filed separate 2016 IRS income tax returns, the IRS DRT cannot be used and the **2016 IRS Tax Return Transcript(s)** must be provided for each.

- _____ Check here if a **2016 IRS Tax Return Transcript(s)** is provided.
_____ Check here if a **2016 IRS Tax Return Transcript(s)** will be provided later.



WEST VIRGINIA STATE UNIVERSITY

Office of Student Financial Assistance

Section 2: Parents Who Did Not File 2016 Taxes ONLY

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2016 income tax return with the IRS.

Check the box that applies:

- Neither parent was employed and neither had income earned from work in 2016.
- One or both parents were employed in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2016 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

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

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2016
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS or other relevant tax authority.

- ___ Check here if confirmation of nonfiling is provided.
- ___ Check here if confirmation of nonfiling will be provided later.

Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for tax year 2016 must provide:

- A **2016 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; *and*
- A signed copy of the 2016 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.



C. Student Information

Section 1: Students Who Filed 2016 Taxes ONLY (Please skip to Section 2 if student did not file taxes)

2016 Tax Return Transcript

Important Note: The instructions below apply to the student. Notify the financial aid office if the student had a change in marital status after December 31, 2016.

Instructions: Complete this section if the student and spouse filed or will file a 2016 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 FAFSA.gov.* In most cases, no further documentation is needed to verify 2016 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2016 IRS income tax return information into the student's FAFSA.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2016 IRS Tax Return Transcript(s)**.

A **2016 IRS Tax Return Transcript** may be obtained through:

- **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 within 10 business days from the IRS's receipt of the online request.
- **Get Transcript ONLINE** – Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 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.



WEST VIRGINIA STATE UNIVERSITY

Office of Student Financial Assistance

Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for tax year 2016 must provide:

- A **2016 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; *and*
- A signed copy of the 2016 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS.

Section 2: Students Who Did Not File 2016 Taxes ONLY

The instructions and certifications below apply to the student. Complete this section if the student will not file and are not required to file a 2016 income tax return with the IRS.

Check the box that applies:

- The student was not employed and had no income earned from work in 2016.
- The student was employed in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2016 IRS W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

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

Employer’s Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2016
<i>(Example) ABC’s Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS or other relevant tax authority.

- ___ Check here if confirmation of nonfiling is provided.
- ___ Check here if confirmation of nonfiling will be provided later.

Note: We may require you to provide documentation from the IRS that indicates a 2016 IRS income tax return was not filed with the IRS.



WEST VIRGINIA STATE UNIVERSITY

Office of Student Financial Assistance

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

D. Certification and Signatures

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

Student's Signature

Date

Parent's Signature (Dependent student)

Date

**Return to: West Virginia State University
Office of Student Financial Assistance
125 Ferrell Hall
PO Box 1000
Institute, West Virginia 25112**