

Please see <https://go.wfu.edu/kvt/> for Dependent Student Verification Worksheet Instructions.

Step 1 – Student Information

Last name	First name	M.I.	WFU Student ID #
Address (include apt. no.)			Date of Birth (mm/dd/yyyy)
City	State	Zip Code	Phone number (with area code)

Step 2 – Household Information (Including all household members, whether or not they are enrolled in college.)

In the chart below include the **Full Name, Age, and Relationship** of:

- **Self**
- **Parents**
 - If married include both parents
 - If divorced or separated include only primary residential parent
 - If remarried, include parent and stepparent
- **Children**
 - Your primary residential parent’s children and stepchildren if your primary parent will provide more than half of their support from July 1, 2022 through July 30, 2023 or if the children and stepchildren would be required to provide parental information for completing a FAFSA for 2022-2023.
- **Other People** only if they now live with your primary residential parent and your parent will provide more than half of their support from July 1, 2022 through June 30, 2023.

List all members of your household below, based on the definitions above. Include the **Name of College, Undergraduate/Graduate Level, and Half-Time/Full-Time** status for those **siblings** attending at least half-time during 2022-2023 in a program leading to a degree, diploma, or certificate. List all household members but include college information for siblings only.

Full Name of Household Member	Age	Relationship	Name of College (include sibling(s) if enrolled)	Undergraduate/Graduate Level	Half-Time/Full-Time
		Self	Wake Forest University	Undergraduate	

Step 3 – Student’s Tax Filing Status – Calendar Year 2020

Have you or will you be required to file a 2020 U.S. federal income tax return?

- YES** Continue to Step 4.
 NO Complete *Student Non-Tax Filer’s Statement*. Continue to Step 4.

Step 4 –Parent(s)’ Tax Filing Status – Calendar Year 2020

Have your parent(s) filed or will they be required to file a 2020 U.S. federal income tax return?

- YES**
 NO Complete *Parent Non-Tax Filer’s Statement*, and submit a Verification of Non-filing Letter. Request from the IRS a Verification of Non-filing Letter for tax year 2020 at (irs.gov/individuals/tax-return-transcript-types-and-ways-to-order-them). When the letter is received by the parent, then the parent must send a copy to the Student Financial Aid office along with the student’s full name and WFU ID#.

Please see the reverse side for additional questions and information.

The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2020 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(s) that applies:

- The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2020 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 2020 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 **2020 IRS Tax Return Transcript(s)**.
- Since the parents filed separate 2020 IRS income tax returns, the IRS DRT cannot be used. The 2020 IRS Tax Return Transcript(s) will be provided for each.
- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2020 IRS income tax return information into the student’s FAFSA
- The student is unable or chooses not to use the IRS Data Retrieval Tool and will provide a 2020 IRS Tax Return Transcript.

Important Information about Federal Verification

Your federal student aid application (FAFSA) has been selected by the U.S. Department of Education for verification. For dependent students, information to be verified relates to the student and to their parent(s). Please note carefully the documentation required to verify this information listed below. You must complete and return the Verification Worksheet and all other required documentation to avoid cancellation of your Federal Student Aid.

For 2022-2023, information to be verified includes number of household members; number of household members (excluding parents) who will be enrolled at least half-time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2022 and June 30, 2023. For 2020 federal income tax return filers, additional income-related information to be verified includes adjusted gross income, U.S. income tax paid, untaxed IRA distributions, untaxed pensions, education credits, IRA deductions, and tax-exempt interest income. Income earned from work must be verified for non-filers of U.S. income tax returns.

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](https://fafsa.gov). In most cases, no further documentation is needed to verify 2020 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

For Federal Pell Grant eligible students whose application has been selected for verification, verification must be completed by a deadline published annually in the *Federal Register* (generally in September following the academic year), or no later than 180 days after the last day of enrollment during the academic year, whichever date comes first. Verification must be completed for campus-based (Federal Supplemental Educational Opportunity Grants (SEOG) and Federal Work-Study) and Federal Direct Loan eligible students by the last day of enrollment during the academic year. Failure to complete verification will result in cancelation of Federal Student Aid.

If a FAFSA transaction is selected for verification after an award has already been made and/or disbursed and requested verification documents are not provided, any undisbursed award will be canceled. No additional federal funds will be disbursed until verification has been completed.

If verification causes a change in the student’s eligibility for Federal Student Aid funds, the student will receive a revised aid notification. The student may review their modified financial aid eligibility by accessing their financial aid record through the Student Financial Aid Portal.

CERTIFICATION: Each person signing this worksheet certifies that all the information reported on it is complete and correct. The student and one parent must sign and date. Wake Forest cannot accept electronic signatures.

Student’s Signature

Date

Parent’s Signature

Date