

Step 1 – Student Information

Provide all information requested.

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

The federal definition of “parent” includes only the primary residential parent and that parent’s current spouse. In case of separation or divorce of natural parents, the secondary household parent is not to be listed in the table.

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, 2023 through July 30, 2024 or if the children and stepchildren would be required to provide parental information for completing a FAFSA for 2023-2024.
- **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, 2023 through June 30, 2024.

Include all members of your household, 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 2023-2024 in a program leading to a degree, diploma, or certificate. List all household members, but include college information for siblings only.

Step 3 – Student’s Tax Filing Status – Calendar Year 2021

Check YES if the student filed a 2021 U.S. federal income tax return or was required to and will file a 2021 U.S. federal income tax return. **If yes, you must submit a signed 2021 tax return and/or any other document(s) required by Student Financial Aid.**

Check NO if the student was not required to and did not file a 2021 U.S. federal income tax return. If NO, the student must complete and return with the verification worksheet the Student Non-Tax Filer’s Statement. On the Student Non-Tax Filer Statement, list the names of all of the student’s employers and the amount earned from each employer in 2021. Attach copies of **all** 2021 IRS forms W-2 issued to the student by employers. List every employer even if an IRS form W-2 was not issued. If more space is needed, attach a separate page listing additional employers.

Step 4 – Parent(s) Tax Filing Status – Calendar year 2021

Check YES if the parent filed a 2021 U.S. federal income tax return or was required to and will file a 2021 U.S. federal income tax return. **If yes, the parent(s) must submit a signed 2021 tax return and/or any other document(s) required by Student Financial Aid.**

Check NO if the parent(s) was not required to and did not file a 2021 U.S. federal income tax return. If NO, the parent(s) must complete and return with the verification worksheet the Parent Non-Tax Filer Statement. On the Parent Non-Tax Filer Statement, the parent must list the names of all of the parents’ employers and the amount earned from each employer in 2021. Attach copies of **all** 2021 IRS forms W-2 issued to the parent(s) by employers. List every employer even if an IRS form W-2 was not issued. If more space is needed, attach a separate page with the requested information. In addition, the parent(s) must request from the IRS - (irs.gov/individuals/tax-return-transcript-types-and-ways-to-order-them) a “Verification of Non-filing letter” for tax year 2021. When this letter is received by the parent, the parent must send a copy of the letter to the Student Financial Aid office along with the student’s full name and WFU ID#.

CERTIFICATION – Each person signing the Verification Worksheet certifies that all of the information reported on it is complete and correct. The student and one parent must sign and date.

Return the Verification Worksheet and all required documents to the Student Financial Aid office, Room 4, Reynolda Hall. Please contact us at financial-aid@wfu.edu or 336.758.5154 if you have questions.

Important Information about Federal Verification

Your federal student aid application (FAFSA) has been selected by the U.S. Department of Education for the federal verification process. 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 Federal Verification Worksheet and all other required documentation to avoid cancellation of your Federal Student Aid.

For 2023-2024, 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, 2023 and June 30, 2024. For 2021 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 2021 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 aid eligibility has already been made and/or disbursed and requested verification documents are not provided, any undisbursed aid 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 be notified via e-mail that their aid has been modified. The student may review their modified financial aid by accessing their financial aid record through the student financial aid portal.