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### Verification Worksheet for Dependent Students 2023-2024

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called [verification](#). Federal law states that before disbursing Federal Student Aid, we are required to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this verification worksheet along with any other required documentation. If there are differences, your FAFSA may need to be corrected. You and the parent whose information was reported on the FAFSA must complete and sign this verification worksheet, attach any required documents, and submit all materials to Student Financial Services.

**Complete all sections of this form. Please pay careful attention to the instructions provided in each section.** Once complete, submit this form to Student Financial Services as soon as possible, so that disbursement of your financial aid will not be delayed.

#### SECTION I: STUDENT INFORMATION

Student Name: \_\_\_\_\_ Wheaton ID: \_\_\_\_\_

#### SECTION II: HOUSEHOLD SIZE

Complete the **names and ages of your custodial parent(s) and sibling(s) in your household**. Also include other person(s) in your household that your custodial parent(s) will provide more than half of their support to between July 1, 2023 and June 30, 2024. Do not include yourself.

Full Name (include custodial parent(s))	Age	Relationship to student	Attending college in 2023-2024? (yes/no)	Name of College for 2023-2024	Enrolled at least ½ time? (yes/no)
		Parent/Stepparent 1	-----	-----	-----
		Parent/Stepparent 2	-----	-----	-----
		Sibling			
		Sibling			

### SECTION III: TAX AND INCOME

Indicate your tax filing status for 2021. It is highly recommended that you use the IRS Data Retrieval Tool when you complete your FAFSA. If you filed a tax return for 2021 and did not use the IRS DRT then you must submit a **signed** copy of the 2021 Federal Tax Return or 2021 IRS Tax Return Transcript. If you did not file a federal tax return then you may have to submit a 2021 IRS **Verification of Non-filing Statement**. Follow the steps below to find out. The **IRS Tax Return Transcript** and the Verification of Non-filing Statement can both be obtained by the IRS either [online](#) via the Get Transcript tool or by calling the IRS automatic line at 800-908-9946.

#### Step 1: Student

Did the student file a 2021 federal tax return?

Yes

If yes, did the student use the IRS Data Retrieval Tool on the FAFSA?

Yes. This step is complete.

No. Submit a **signed** copy of the student's 2021 Federal Tax Return or 2021 **IRS Tax Return Transcript** with this form.

No, and student was not required to file a 2021 federal tax return. Report the total income student earned from work in 2021 (box 1 of W2 form) from each employer. Submit the 2021 W2 forms with this form. List every employer even if the employer did not issue a W2 form. Do not leave any boxes blank. Enter "0" if no income earned.

Employer Name	Total Earned in 2021

#### Step 2: Parent(s)

Did the parent(s) file a 2021 federal tax return?

Yes

If yes, did the parent(s) use the IRS Data Retrieval Tool on the FAFSA?

Yes. This step is complete.

No. Submit a **signed** copy of each parent(s) 2021 Federal Tax Return or 2021 **Tax Return Transcript** directly to our office.

No, and neither parent was required to file a 2021 federal tax return. If no, submit a 2021 **IRS Verification of Non-filing Letter** and report the total income each parent earned from work in 2021 (box 1 of W2 form) from each employer. Submit parent 2021 W2 forms with this form. List every employer even if the employer did not issue a W2 form Do not leave any boxes blank. Enter "0" if no income earned.

Parent Name	Employer Name	Total Earned in 2021

Please Note: We may ask for additional information upon review. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

### SIGNATURES

Each person below certifies that all information reported on this form is complete and correct. The student and at least one parent whose information is reported on this form must sign and date below. A typed signature is not valid.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

NOTE: You and at least one parent or guardian are required to sign this form in order for it to be official.

Please submit completed form by mail, email, or fax to the location in the top right corner of page 1.