

2023-24 Verification Worksheet Dependent Student



PLEASE PRINT CLEARLY

Your 2023–2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before disbursing Federal Student Aid, we must ask you to confirm the information you and your parents reported on your FAFSA.

To verify that you provided correct information, the Office of Financial Aid at West Coast University 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. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Office of Financial Aid at West Coast University. We may ask for additional information. If you have questions about verification, contact the Office of Financial Aid as soon as possible so that your financial aid will not be delayed.

A. Dependent Student’s Information

Last Name	First Name	Student’s School ID Number
Home Phone (include area code)		Alternate or Mobile Phone Number
Student’s Email Address		

B. Dependent Student’s Family Information

List below the people in your parent’s household. Include:

- ▶ Yourself and your parent(s) (including a stepparent) even if you don’t live with your parents.
- ▶ Your parents’ other children if your parents will provide more than half of their support from July 1, 2023, through June 30, 2024, or if the other children would be required to provide parental information if they were completing a FAFSA for 2023–2024. Include children who meet either of these standards, even if a child does not live with your parents.
- ▶ Other people if they now live with your parents and your parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2024.

If any household member (other than parent) will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2023, and June 30, 2024, note the name of the college or university.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time?
Marty Jones (example)	20 (example)	Self (example)	West Coast University (example)	Yes (example)

NOTE: We may require additional documentation if we have reason to believe that any of the information above is inaccurate.

2023-24 Verification Worksheet Dependent Student (cont.)

Student's Name

ID

C. Dependent Student's Income Information to be Verified

- 1. IRS TAX RETURN FILERS:** You must provide to WCU documentation verifying the 2021 income tax return information that was filed with the IRS. The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If that is not possible, you may instead provide an IRS Tax Return Transcript, or a signed copy of the 2021 income tax return and applicable schedules, to the Financial Aid Office.
- 2. TAX RETURN NONFILERS:** Complete this section if you, the student, will not file and are not required to file a 2021 income tax return with the IRS.

Check the box that applies (*select one OR the other*):

☐ I, the student, was not employed and had no income earned from work in 2021.

OR

☐ I, the student was employed in 2021. Listed below are the names of all employers and the amount earned from each employer in 2021. I will provide the Financial Aid Office with a copy of the 2021 IRS W-2 Form I received from any employer listed.

Employer's Name (<i>attach an extra sheet, signed and dated, if necessary.</i>)	2021 Amount Earned	W-2 Received?
Suzy's Auto Body Shop (<i>example</i>)	\$2,000 (<i>example</i>)	Yes (<i>example</i>)
Total Income Earned From Work	\$	

D. Parent's Income Information to be Verified

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

- 1. IRS TAX RETURN FILERS:** You must provide to WCU documentation verifying the 2021 income tax return information that was filed with the IRS. The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If that is not possible, you may instead provide an IRS Tax Return Transcript, or a signed copy of the 2021 income tax return and applicable schedules, to the Financial Aid Office.

If you are married and you and your spouse filed separate 2021 tax returns, the IRS DRT is not an option and 2021 IRS Tax Return Transcripts, or a signed copy of the 2021 income tax return and applicable schedules, must be provided to the Financial Aid Office.

If you (or your spouse, if married) filed, or will file, an amended 2021 IRS tax return, you/your spouse must provide a signed 1040x Amended US Income Tax Return that was filed with the IRS, in addition to one of the following:

- ▶ IRS DRT information on an ISIR record with all tax information from the original tax return; OR
- ▶ A 2021 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; OR
- ▶ A signed copy of the 2021 IRS Form 1040 and the applicable schedules that were filed with the IRS.

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- 2. TAX RETURN NONFILERS:** Complete this section if either parent will not file and is not required to file a 2021 income tax return with the IRS. Check the box that applies for each parent (if parents are married):

PARENT 1 (select one OR the other):

- ☐ I was not employed and had no income earned from work in 2021. I will provide the Financial Aid Office with documentation from the IRS dated on or after October 1, 2022 confirming that a tax return was not filed.
NOTE: If you have attempted to obtain documentation from the IRS but were unsuccessful, you may submit a separate, signed statement detailing and certifying your unsuccessful attempts. At least 10 business days must elapse between your last attempt and your submission of your signed certification.

OR

- ☐ I was employed in 2021. Listed below are the names of all employers and the amount earned from each employer in 2021. I will provide the Financial Aid Office with a copy of the 2021 IRS W-2 Form I received from any employer listed.

Employer's Name (attach an extra sheet, signed and dated, if necessary.)	2021 Amount Earned	W-2 Received?
Suzy's Auto Body Shop (example)	\$2,000 (example)	Yes (example)
Total Income Earned From Work	\$	

PARENT 2 (select one OR the other):

- ☐ I was not employed and had no income earned from work in 2021. I will provide the Financial Aid Office with documentation from the IRS dated on or after October 1, 2022 confirming that a tax return was not filed.
NOTE: If you have attempted to obtain documentation from the IRS but were unsuccessful, you may submit a separate, signed statement detailing and certifying your unsuccessful attempts. At least 10 business days must elapse between your last attempt and your submission of your signed certification.

OR

- ☐ I was employed in 2021. Listed below are the names of all employers and the amount earned from each employer in 2021. I will provide the Financial Aid Office with a copy of the 2021 IRS W-2 Form I received from any employer listed.

Employer's Name (attach an extra sheet, signed and dated, if necessary.)	2021 Amount Earned	W-2 Received?
Suzy's Auto Body Shop (example)	\$2,000 (example)	Yes (example)
Total Income Earned From Work	\$	

2023-24 Verification Worksheet Dependent Student (cont.)

E. Certification and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose income is reported on the FAFSA must sign and date.

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

Student's Signature

Date

Parent's Signature

Date