

2020-2021 Wheeling University Dependent Verification Worksheet  
Federal Student Aid Programs

Your FAFSA application was selected by the U.S. Department of Education for review in a process called “**Verification.**” Financial aid will be placed on **hold** until the process is completed. **Please read instructions in their entirety.**

**A. Student Information**

Student’s Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Student ID Number \_\_\_\_\_

**B. Household Information**

List the people that your parent(s) will support between **July 1, 2020 and June 30, 2021.** Include:

- **Yourself, your parent/stepparent(s), and your parent(s)’ dependent children** (if your parent(s) provide more than half of their support, or if they would be required to give parental information when applying for Federal aid). Include other people as part of your family only if they lived with your parent(s) and got more than half of their support from your parent(s) at the time you completed your student aid application AND will continue to get more than half of their support from July 1, 2020 through June 30, 2021. Any parent who lives in the household with the student is required to provide all information on the FAFSA, regardless of marital status.

*Write the names of all family members. Also write in the name of the college for any family member who will be attending college at least half-time between July 1, 2020 and June 30, 2021 and will be enrolled in a degree or certificate program. (If you need more space, attach an extra sheet.)*

Full Name	Age	Relationship	College
		Self	Wheeling University
		Parent	

**C. Income Information**

Check one:

\_\_\_\_\_ Parent **filed** a 2018 Federal Income Tax return – Please see page 2 for instructions.

\_\_\_\_\_ Parent was not employed and had no income from work in 2018. **Must provide Verification of Non-filing Letter from IRS.**

\_\_\_\_\_ The Parent was employed in 2018 and **did not file** taxes, and was not required to file a tax return. Please complete table below. You are **required** to attach copies of all 2018 IRS W-2 forms issued to the parent(s) if not filing a federal tax return. List every employer even if they did not issue an IRS W-2 form. **Must provide Verification of Non-filing Letter from IRS.**

**\*Please note:** The IRS Tax Return Transcripts do not contain enough information for the Financial Aid Office to identify who they belong to. Please include the student’s name and ID number on all pages.

Employer’s Name	2018 Amount Earned	Was IRS W-2 issued?	Is IRS W-2 attached?

Check one:

\_\_\_\_\_ Student **filed** a 2018 Federal Income Tax return – Please see page 2 for instructions.

\_\_\_\_\_ Student was not employed, had no income from work, and was not required to file a tax return in 2018.

\_\_\_\_\_ The Student was employed in 2018 and **did not file** taxes, and was not required to file a tax return. Please complete table below. You are **required** to attach copies of all 2018 IRS W-2 forms issued to the student if not filing a federal tax return. List every employer even if they did not issue an IRS W-2 form.

**\*Please note:** The IRS Tax Return Transcripts do not contain enough information for the Financial Aid Office to identify who they belong to. Please include the student’s name and ID number on all pages.

Employer’s Name	2018 Amount Earned	Was IRS W-2 issued?	Is IRS W-2 attached?

**Required for Tax Filers – Please submit one of the following for each filer:**

**IRS Data Retrieval Tool:**

Directly import 2018 IRS data into your FAFSA: Log into [www.fafsa.gov](http://www.fafsa.gov), select Make Correction. Choose 2020-21 FAFSA. Click on Financial Information tab. Select Already Completed from drop down box. Enter FSA ID and password, then click on Link to IRS. Continue to IRS.gov site. Enter Info as requested and submit. Click on box under “Transfer My Tax Information into the FAFSA.” Then click Transfer Now. Transferred data will be encrypted. Remember to electronically sign and submit the FAFSA again. – **OR** – use the below listed instructions for IRS Tax Return Transcripts for 2018 -

**IRS Tax Return Transcript:**

Submit your 2018 Tax Return Transcript. Go to [www.irs.gov](http://www.irs.gov). Click on “Get Your Tax Record,” then click “Get Transcript Online” or “Get Transcript by Mail.” Create an account. Select Tax Return Transcript for 2018. Mail or email PDF to the address below.

**Signed Copy of your 2018 Tax Return:**

If your tax preparer has completed your taxes, then you would need the following on the 2018 Tax Returns:

Tax Preparer's Information: the tax preparer's Social Security Number (SSN), Employer Identification Number (EIN), or Preparer Tax Identification Number (PTIN); and has been signed, stamped, typed, or printed with the name and address of the preparer of the return.

*A tax return simply stamped "H&R Block", for example, is not acceptable; it must contain the above information necessary to identify the individual who actually completed/prepared the tax return.*

***\*Please note:** The IRS Tax Return Transcripts do not contain enough information for the Financial Aid Office to identify who they belong to. Please include the student's name and ID number on all pages.*

**If you did not file a 2018 federal tax return:**

Parents are required to submit proof of non-filing from the IRS if a 2018 tax return was not filed. Use the link provided below and select “Verification of Non-filing Letter.”

- <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

***\*Please note:** The IRS Non-Filer Letters do not contain enough information for the Financial Aid Office to identify who they belong to. Please include the student's name and ID number on all pages.*

**Verification of 2018 Income Information for Individuals with Unusual Circumstances**

**Individuals Who Filed an Amended IRS Income Tax Return must provide:**

- A 2018 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 2018 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS.

**Individuals Who Were Victims of IRS Tax-Related Identity Theft must provide:**

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; *and*
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Please complete, sign, and return to:

**Wheeling University ■ Financial Aid Office ■ 316 Washington Ave. ■ Wheeling, WV 26003 Fax ■ 304-243-4397 ■  
Email ■ [finaid@wju.edu](mailto:finaid@wju.edu) (please encrypt emails)**