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 you will support between **July 1, 2020 and June 30, 2021**. Include:

• The student.

• The student's spouse, if the student is married.

• The student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2020, through June 30, 2021, even if a child does not live with the student.

• Other people if they now live with the student and the student or spouse provides more than half of the other person's support, and will continue to provide more than half of that person's support through June 30, 2021.

Number in College: Include in the space below information about any household member who is, or 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, 2020, and June 30, 2021, and include the name of the college.

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

C. Income Information

Check one:

_____ Student and/or spouse <u>filed</u> 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 <u>did **not** file</u> 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 and/or spouse 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, 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. 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 and/or spouse's name and ID number on all pages.*

If you did not file a 2018 federal tax return:
Independent students 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." *If you are an independent student and/or spouse of the student on the FAFSA who is not required to file a federal tax return, you must obtain a verification of non-filing status 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	Spouse Signature (required, if married)	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 (please encrypt emails)