



# WEST LIBERTY UNIVERSITY

Office of Financial Aid  
208 University Drive  
College Union Box 124  
West Liberty, WV 26074

Phone: (304) 336-8016  
finaid@westliberty.edu

## 2022-2023 Verification Worksheet Dependent Student

**Your 2022-2023 Free Application for Federal Student Aid (FAFSA) was selected by the Federal Government for review in a process called verification.** The law says that before awarding Federal Student Aid, we must ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information the financial aid administrator at West Liberty 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 West Liberty University Financial Aid Office. If you have questions about verification, contact our office as soon as possible so that your financial aid will not be delayed.

### A. Dependent Student's Information

_____	_____	_____	_____
Last Name	First Name	M.I.	Social Security Number
_____			_____
Street Address (include apt. no.)			Date of Birth
_____	_____	_____	_____
City	State	Zip Code	Email Address
_____			_____
Home Phone Number			Cell Phone Number

### 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 parent(s).
- Your parent(s)' other children, if your parent(s) will provide more than half of their support from July 1, 2022, through June 30, 2023, or if the other children would be required to provide parental information if they were completing a FAFSA for 2022-2023. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2023.

Include the name of the college for any household member 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, 2022, and June 30, 2023. *If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Marty Jones (example)</i>	<i>28</i>	<i>Wife</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>	<i>West Liberty University</i>	

### C. Dependent Student's Income Information to Be Verified

#### TAX RETURN FILERS

Check the box that applies:

- The student has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2020 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.
- If the student is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, they must submit one of the following:  
 \_\_\_ Check here if the student's 2020 IRS Tax Return Transcript is attached to this worksheet, which can be requested online on the [irs.gov](https://www.irs.gov) website. Please be sure to include the student's ID on every page of the transcript.  
 \_\_\_ Check here if the student's **signed** copy of their 2020 IRS Federal Tax Return (Form 1040 and all schedules) is attached to this worksheet. Do not submit state or local tax returns.

#### TAX RETURN NONFILERS

- \_\_\_ Check here if the student was not employed, had no income from work, and was not required to file a tax return in 2020.
- \_\_\_ Check here if the student was employed, did not file and was not required to file taxes, but did earn income from work in 2020. The student **must** also complete the Dependent Non-Tax Filer Statement, found on our website.

### 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.

#### TAX RETURN FILERS

Check the box that applies:

- The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2020 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.
- The parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the student's school a copy of one of the following:  
 \_\_\_ Check here if the parents' 2020 IRS Tax Return Transcript is attached to this worksheet, which can be requested online on the [irs.gov](https://www.irs.gov) website. Please be sure to include the student's ID on every page of the transcript.  
 \_\_\_ Check here if the parents' **signed** copy of their 2020 IRS Federal Tax Return (Form 1040 and all schedules) is attached to this worksheet. Do not submit state or local tax returns.

- TAX RETURN NONFILERS** – The parent(s) **must** complete the Dependent Non-Tax Filer Statement, found on our website, if the parent will not file and is not required to file a 2020 income tax return with the IRS.

### E. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent 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

**Do not mail this worksheet to the U.S. Department of Education.  
Please return form to the Financial Aid Office at West Liberty University.**